

City of Eagle Point, Jackson County, Oregon Emergency Operations Plan



Prepared for:



City of Eagle Point,
Jackson County, OR

Prepared by:



ecology and environment, inc.
Global Environmental Specialists

**City of Eagle Point
Jackson County, Oregon
EMERGENCY OPERATIONS PLAN**



April 2013

Prepared for:

City of Eagle Point
17 Buchanan Avenue South
Eagle Point, OR 97524

Prepared by:





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Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the City of Eagle Point's response to and support of an emergency incident. If you are not qualified to implement this plan, dial 9-1-1 and ask for assistance.

1. Receive alert of incident.

- Alerts should be directed to the City Emergency Manager (City Administrator).
- If the City Administrator is not available, alerts should be directed to the City Police Chief, Jackson County Fire District 3 Chief, City Public Works Director, City Building Official or Finance Officer based on the City line of succession.
- Alerts may be received through dispatch, responding agencies, the on-scene Incident Commander, the public or other sources.
- If you are the first person receiving notification of the incident, call 9-1-1 and provide as much detail as possible.
- *See FA 1 – Emergency Services of the City EOP for more information on alert and warning.*

2. Determine need to implement the City's Emergency Management Organization.

- The City Emergency Manager should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the City for the incident. This may range from the City Emergency Manager being on stand-by to full activation of the City Emergency Operations Center.
- Identify key personnel who will be needed to staff the City Emergency Operations Center.

3. Notify key City personnel and response partners.

- The City Emergency Manager will notify key personnel to staff the City Emergency Operations Center based on incident needs.
- Notify appropriate emergency response agencies.
- *See the City Emergency Contact List maintained by the City Emergency Manager.*

Immediate Action Checklist

4. Activate the City Emergency Operations Center as appropriate.

- The City will utilize the Incident Command System in managing the City Emergency Operations Center.
- Primary Emergency Operations Center Location: City Hall (17 South Buchanan Avenue, Eagle Point, OR)
- Alternate Emergency Operations Center Location: Eagle Point Fire Station (213 Loto Street, Eagle Point, OR)
- *See Section 5.4 of the Basic Plan of the City EOP for information on Emergency Operations Center operations.*

5. Establish communications with the on-scene Incident Commander.

- Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
- The on-scene Incident Commander may assign a radio frequency that the City Emergency Operations Center can use to communicate with the scene.
- *See FA 1 – Emergency Services of the City EOP for more information on communications systems.*

6. Identify, in coordination with the on-scene Incident Commander, key incident needs.

- Consider coordination of the following, as required by the incident:
 - Protective Action measures including evacuation and shelter-in-place
 - Shelter and housing needs for displaced citizens
 - Emergency public information and coordination with the media
 - Considerations for access and functional needs populations
 - Considerations for animals in disaster

7. Inform the County and Oregon Emergency Response System of Emergency Operations Center activation and request support as needed.

- Jackson County Emergency Management: 541-774-6821
- Oregon Emergency Response System: 800-452-0311

Immediate Action Checklist

- If necessary, responsible parties would then call the National Response Center at 800-424-8802

8. Declare a State of Emergency for the City, as appropriate.

- If the incident has overwhelmed or threatens to overwhelm the City's resources to respond, the City should declare a State of Emergency.
- A declaration may be made by the City Council or City Administrator. A declaration made by the City Administrator should be ratified by Council as soon as practicable.
- The declaration should be submitted to Jackson County Emergency Management.
- *See Section 1.7 of the Basic Plan of the City EOP for information on the disaster declaration process. A sample disaster declaration form is included in Appendix A.*

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how the City of Eagle Point will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, Oregon Office of Emergency Management Plan, and Jackson County Emergency Operations Plan.

Response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage is a primary responsibility of government. It is the goal of the City of Eagle Point that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the City of Eagle Point has, in addition to promulgating this plan, formally adopted the principles of the National Incident Management System, including the Incident Command System and the National Response Framework.

Consisting of a Basic Plan, Functional Annexes aligned with the Jackson County Emergency Support Functions, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the City of Eagle Point will coordinate resources and activities with other federal, State, local, tribal, and private-sector partners.

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Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Emergency Operations Plan for the City of Eagle Point. This plan supersedes any previous plans. It provides a framework within which the City of Eagle Point can plan and perform its respective emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the five mission areas of emergency management to ensure that the City is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the City. This includes the following:

- **Prevention:** activities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.
- **Protection:** activities necessary to secure the City against acts of terrorism and natural or human-caused disasters.
- **Mitigation:** activities that reduce loss of life and property by lessening the impact of disasters.
- **Response:** activities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- **Recovery:** activities necessary to assist the community in recovering effectively from a disaster.

This plan has been approved by the City Council. It will be revised and updated as required. All recipients are requested to advise the Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Bob Russell, Mayor

Jonathan Bilden

Wayne Brown

Bill Fierke

Ruth Jenks

Kathy Sell

Aaron Prunty

DATE

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Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The City of Eagle Point Emergency Manager is ultimately responsible for dissemination of all plan updates. Copies of the plan will also be maintained online at www.cityofeaglepoint.org.

Date	No. of Hard Copies	Department/Agency	Title/Name
	1	Office of Emergency Management	State Domestic Preparedness Coordinator
	1	Jackson County Emergency Management	Emergency Management Program Coordinator
		City Council	Mayor and City Councilors
	1	Jackson County Fire District 3	Chief
	1	City Administration	City Administrator
		Building Department	Building Official
		Finance Department	Finance Director
		Planning Department	Principal Planner
	1	Police Department	Chief
	1	Public Works Department	Director

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Changes will be forwarded to the Emergency Manager for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged. It is also encouraged that plan review be performed concurrently with review of other related City emergency plans and procedures to enhance consistency.

Section/Annex	Responsible Party
Basic Plan	City Emergency Manager (Police Chief)
Functional Annexes (FAs)	
FA 1 Emergency Services	City Police Department Chief Jackson County Fire District 3 Chief City Emergency Manager (Police Chief)
FA 2 Human Services	City Emergency Manager (Police Chief)
FA 3 Infrastructure Services	City Public Works Department Director
FA 4 Recovery Strategy	City Emergency Manager (Police Chief)
Incident Annexes (IAs)	
IA 1 Drought	City Public Works Department Director
IA 2 Earthquake	City Public Works Department Director
IA 3 Major Fire	Jackson County Fire District 3 Chief
IA 4 Flood (including Dam Failure)	City Public Works Department Director
IA 5 Severe Weather (including Landslides)	City Public Works Department Director
IA 6 Volcano	City Public Works Department Director
IA 7 Hazardous Materials (Accidental Release)	Jackson County Fire District 3 Chief
IA 8 Public Health Incident	City Emergency Manager (Police Chief)
IA 9 Terrorism	City Police Department Chief
IA 10 Transportation Accident	City Police Department Chief
IA 11 Utility Failure	City Public Works Department Director

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- IA 2 – Earthquake
- IA 3 – Major Fire
- IA 4 – Flood (including Dam Failure)
- IA 5 – Severe Weather (including Landslide)
- IA 6 – Volcano
- IA 7 – Hazardous Materials (Accidental Release)
- IA 8 – Public Health Incident
- IA 9 – Terrorism
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Basic Plan

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Introduction

1.1 General

The City of Eagle Point (City) emergency management mission is to ensure that the City is prepared for a disaster by ensuring coordination of protection prevention, mitigation, response, and recovery activities that increase the City’s capabilities to minimize loss of life and reduce impacts from disasters.

Emergencies are handled effectively in the City every day. These “routine” emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the City encounters. For the most part, these emergencies are handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the City that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders to bear on any incident. This EOP provides the foundation and guidance for use of a common language, fundamental principles, and incident management system necessary to effectively manage incidents within or affecting the City.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the City will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm the City’s resources. While recognizing this possibility, this plan is designed to help the City fulfill its response function to its maximum capacity.

1.1.1 Whole Community Planning

The “Whole Community” planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against,

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respond to, recover from, and mitigate against any disaster. This includes all emergency management partners, both traditional and nontraditional, such as volunteer, faith-, and community-based organizations; the private sector; and the public, including survivors of an incident.

Every person who lives or works in the City shares responsibility for minimizing the impact of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety and self-sufficiency. To the greatest extent possible, the City will assist its citizens in carrying out this responsibility by providing preparedness and mitigation information, and delivering critical public services during a disaster. However, a major emergency is likely to damage the City's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens prepared to take care of themselves and their families in the early phases of an emergency can make a significant contribution towards survival and community resiliency.

1.2 Purpose and Scope

1.2.1 Purpose

This EOP outlines the City's approach to emergency response and enhances the City's ability to protect the safety, health, and welfare of its citizens. It describes the City's emergency response organization and assigns responsibilities for various emergency functions, identifies lines of authority and coordination, and communicates the legal basis and references that provide a framework for emergency planning in the City. The EOP:

- Includes all hazards and types of emergencies likely to impact the City.
- Provides a framework for multi-discipline, multi-jurisdictional coordination and cooperation.
- Addresses all phases of a disaster through mitigation, preparedness, response and recovery activities.
- Designates the National Incident Management System (NIMS) as the framework within which all emergency management activities occur.
- Directs use of the Incident Command System (ICS) for managing incident response.
- Identifies roles and responsibilities of City departments, offices, and personnel in emergency operations, as well as those of cooperating public- and private-sector agencies.

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- Establishes life safety followed by protection of property and the environment as emergency response priorities.
- Provides a common framework within which the City, Jackson County (County), special districts and other agencies/organizations can integrate their emergency planning and response and recovery activities.

1.2.2 Scope

The EOP is implemented whenever the City must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural or human-caused disasters and may impact unincorporated areas of the City, incorporated municipalities, or a combination thereof. This plan is intended to guide the City's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, greatly facilitating multi-agency and multi-jurisdiction coordination. Using this framework, City departments and agencies that operate under this plan are expected to develop and keep current standard operating procedures (SOPs) that describe how emergency tasks will be performed. Additional responsibilities include ensuring that the training and equipment necessary for response are in place.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, coordinating response agencies and other stakeholders that support emergency operations. The general public is also welcome to review non-sensitive parts of this plan to better understand the processes by which the City manages the wide range of risks to which it is subject.

1.3 Plan Activation

Once promulgated by the City Council, this EOP is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the City.
- Health emergencies in or affecting the City.
- Non-routine life-safety issues in or affecting the City.

An emergency declaration is not required in order to implement the EOP or activate the Emergency Operations Center (EOC). The Emergency Manager may

1. Introduction

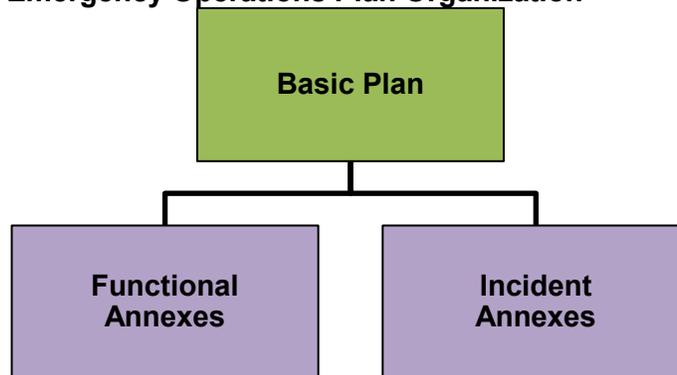
implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

The City EOP is composed of three main elements:

- Basic Plan (with appendices).
- Functional Annexes (FAs).
- Incident Annexes (IAs).

Figure 1-1 Emergency Operations Plan Organization



1.4.1 Basic Plan

The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which the City has structured its Emergency Management Organization (EMO), including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.
- Describe the context under which the City will respond to an incident, including a community profile and discussion of hazards and threats facing the community.
- Assign and describe roles and responsibilities for the City's employees tasked with emergency preparedness and response functions.
- Describe a concept of operations for the City that describes how the City will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the City's emergency response structure, including activation and operation of the City EOC and implementation of ICS.

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- Discuss the City’s protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Functional Annexes

The FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency. In the event of an incident for which the City’s capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways and procedures for requesting additional resources from County agencies. For the purposes of this EOP, information regarding common management functions performed by the City and supporting agencies and organizations is grouped into four FAs, which supplement the information in the Basic Plan:

- FA 1 – Emergency Services.
- FA 2 – Human Services.
- FA 3 – Infrastructure Services.
- FA 4 – Recovery Strategy.

The FAs are designed to be consistent with the 15 Emergency Support Function (ESF) annexes of the County EOP. Recognizing that the City relies on the County or other response partners to provide certain functions, the FAs group information in a manner that streamlines the planning document and better reflects the City’s organization and capabilities. Tables 1-1 through 1-4 show the relationship between the City’s FAs and the County ESF annexes. This structure is also consistent with the State of Oregon (State) EOP and the National Response Framework (NRF). City emergency personnel should be familiar with the County’s EOP and ESF structure to better understand how the City’s response efforts would be coordinated with the County during an emergency event.

Table 1-1 City Functional Annex 1 – Emergency Services	
County ESFs	City Function
ESF 2 – Communications	Emergency Communications
ESF 4 – Firefighting	Fire Services
ESF 8 – Public Health and Medical Services	Emergency Medical Services
ESF 9 – Search and Rescue	Search and Rescue
ESF 10 – Oil and Hazardous Materials	Hazardous Materials Response
ESF 13 – Public Safety and Security	Law Enforcement
ESF 15 – External Affairs	Emergency Public Information
NOTE: Additional functions described in the Emergency Services Annex may include:	
<ul style="list-style-type: none"> ■ Evacuation and Population Protection 	

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Table 1-2 City Functional Annex 2 – Human Services	
County ESFs	City Function
ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services	Mass Care Emergency Assistance Housing Human Services
ESF 8 – Public Health and Medical Services	Public Health Environmental Health
ESF 11 – Agriculture and Natural Resources	Animals in Disaster
NOTE: Additional functions described in the Human Services Annex may include: <ul style="list-style-type: none"> ▪ Worker Health and Safety 	

Table 1-3 City Functional Annex 3 – Infrastructure Services	
County ESFs	City Function
ESF 1 – Transportation	Transportation
ESF 3 – Public Works and Engineering	Infrastructure Repair and Restoration
ESF 12 – Energy	Energy and Utilities
NOTE: Additional functions described in the Infrastructure Services Annex may include: <ul style="list-style-type: none"> ▪ Debris Management 	

Table 1-4 City Functional Annex 4 – Recovery Strategy	
County ESFs	City Function
ESF 14 – Long-Term Community Recovery	Damage Assessment Public Assistance Individual Assistance
NOTE: Additional functions described in the Recovery Strategy Annex may include long-term recovery activities such as: <ul style="list-style-type: none"> ▪ Community Planning and Capacity Building ▪ Economic Recovery ▪ Health and Social Services Recovery ▪ Housing Recovery ▪ Infrastructure Systems Recovery ▪ Natural and Cultural Resources Recovery 	

1.4.3 Incident Annexes

While this EOP is developed as an all hazards planning document, some hazards may require unique considerations. To that end, IAs supplement the Basic Plan to identify critical tasks particular to specific natural and human-caused/technological hazards identified in the City’s most current Hazard Identification and Vulnerability Assessment. The IAs are designed as functional checklists that

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identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident. Table 1-5 identifies the IAs included in this plan.

Table 1-5 Incident Annexes	
Annex	Hazard
IA 1	Drought
IA 2	Earthquake
IA 3	Major Fire
IA 4	Flood (including Dam Failure)
IA 5	Severe Weather (including Landslides)
IA 6	Volcano
IA 7	Hazardous Materials (Accidental Release)
IA 8	Public Health Incident
IA 9	Terrorism
IA 10	Transportation Accident
IA 11	Utility Failure

Note: Resource shortages and civil disobedience are considered secondary risks during any emergency situation.

1.5 Relationship to Other Plans

1.5.1 Federal Plans

1.5.1.1 Presidential Policy Directive 8

Presidential Policy Directive 8: National Preparedness (PPD-8) describes the United States’ approach to preparing for the threats and hazards that pose the greatest risk to the security of the nation. This directive is based on the principle that national preparedness is the shared responsibility of all members of the nationwide community. Every member contributes to this goal, including individuals, smaller communities, the private and nonprofit sectors, faith-based organizations, and federal, State, and local governments.

1.5.1.1.1 National Preparedness Goal

The National Preparedness Goal outlined in PPD-8 characterizes the United States’ security and resilience by identifying key mission areas and core capabilities that are necessary to deal with great risks, using an integrated, layered, and nationwide approach as its foundation.

Using the core capabilities, the National Preparedness Goal is achieved by:

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- Preventing, avoiding, or stopping a threatened or an actual act of terrorism.
- Protecting United States citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows their interests, aspirations, and way of life to thrive.
- Mitigating loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

1.5.1.1.2 National Preparedness System

The National Preparedness System is the instrument the United States will employ to build, sustain, and deliver the mission areas and core capabilities identified in the National Preparedness Goal, to ensure the nation's security and resilience. The guidance, programs, processes, and systems that support each component of the National Preparedness System enable a collaborative, whole community approach to national preparedness that engages individuals, families, smaller communities, private and nonprofit sectors, faith-based organizations, and all levels of government.

1.5.1.2 National Incident Management System

In 2003, Homeland Security Presidential Directive 5 (HSPD-5) required all federal agencies to adopt NIMS and use it to guide incident management. NIMS provides a consistent nationwide framework and comprehensive approach to enable government at all levels, the private sector, and nongovernmental organizations to work together to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents regardless of their cause, size, location, or complexity.

A core component of NIMS is ICS. ICS is a management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

1.5.1.3 National Response Framework

The NRF is a guide to how state and federal government should conduct all-hazards response. It is built upon scalable, flexible, and adaptable coordination

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structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

The NRF organizes the types of response assistance a state is most likely to need into 15 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities.

1.5.1.4 National Disaster Recovery Framework

The National Disaster Recovery Framework provides guidance that enables effective recovery support to disaster-impacted States, tribes, and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

The National Disaster Recovery Framework defines:

- Core recovery principles.
- Roles and responsibilities of recovery coordinators and other stakeholders.
- A coordinating structure that facilitates communication and collaboration among all stakeholders.
- Guidance for pre- and post-disaster recovery planning.
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer.

1.5.2 State Plans

1.5.2.1 State of Oregon Emergency Management Plan

The Oregon Emergency Management Plan (EMP) is developed, revised, and published by the Director of the Oregon Military Department, Office of Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.092, which are designed to coordinate the activities of all public and private organizations that provide emergency services within the State and to provide for and staff a State Emergency Coordination Center (ECC) to aid the Governor. ORS 401.035 makes the Governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the Governor and coordinates the State's response to an emergency or disaster.

The Oregon EMP consists of three volumes:

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- *Volume I: Preparedness and Mitigation* consists of plans and guidance necessary for State preparation to resist a disaster's effects. Sections include disaster hazard assessment, the Emergency Management Training and Exercise Program, and plans to mitigate (or lessen) a disaster's physical effects on citizens, the environment, and property.
- *Volume II: Emergency Operations Plan* broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the EMO; contains FAs that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information, and others; and contains hazard-specific annexes.
- *Volume III: Relief and Recovery* provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures for use by government, business, and citizens.

Activation and implementation of the Oregon EMP (or specific elements of the plan) may occur under various situations. The following criteria would result in activation of the EMP, including the EOP:

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.
- The Governor declares issues a state of emergency.
- A Statewide disaster is imminent or occurring.
- Terrorist activities or weapons of mass destruction incidents are occurring or imminent.
- An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Oregon State University or Reed College.
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.

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1.5.3 County Plans

The City relies on the County for many critical services during an emergency, so it is vital for the City to be familiar with the County's plans and how they link with City emergency plans.

1.5.3.1 Emergency Operations Plan

The County EOP is an all-hazard plan describing how the County will organize and respond to events that occur in individual cities, throughout the County, and in the surrounding region. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, State, local, tribal, and private-sector partners. Use of NIMS/ICS is a key element in the overall County response structure and operations.

The County EOP Basic Plan describes roles, responsibilities, and concepts of operations, command, and control, while clearly defining escalation pathways and legal authorities involved with critical decision making and resource allocation by local and County governments. The 15 ESF annexes supplement the information in the Basic Plan and are consistent with the support functions identified in State and federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency. In addition, the County EOP contains IAs that provide tactical information and critical tasks unique to specific natural and human-caused/technological hazards that could pose a threat to the County.

If capabilities or resources prove limited or unavailable to the City during an emergency or disaster, escalation pathways and procedures for requesting additional resources through County, State, or federal agencies are clearly defined in each County ESF.

1.5.3.2 Natural Hazard Mitigation Plan

The Jackson County's Natural Hazard Mitigation Plan forms the foundation for the County's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The plan creates a framework for risk-based decision making to reduce deaths and injuries, property damage, and economic impact from future disasters. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.

See Chapter 2 for a more detailed hazard analysis.

1.5.3.3 Local Public Health Authority Comprehensive Plan

Jackson County Public Health Services is responsible for developing plans to address how public health personnel plan for, respond to, and recover from all hazards that may impact public health, including communicable disease, pandemic scenarios, chemical incidents, radiological incidents, and bioterrorism.

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The department maintains guidelines for public health personnel responding to a public health incident in the County.

County public health administrators are charged with the strict and thorough enforcement of the public health laws of Oregon. As part of their duties, they may enact protective public health measures on matters relating to the preservation of life and health of the people of the State. In addition to naturally occurring pandemics, a bioterrorism event may be the most challenging experience the public health arena will ever face. The control of such an epidemic requires a coordinated effort of public health services, public safety agencies, and emergency management organizations traditionally lacking in integrated operations.

1.5.3.4 County Animal Disaster Response Manual

The Jackson County Animal Disaster Response Manual provides for a more effective emergency response by addressing the needs of pets and livestock and their owners during disasters. This plan is intended to minimize distress and trauma to domestic animals and their owners by providing guidance on the following: 1) immediate care and control of animals; 2) temporary sheltering of companion and farm animals; 3) emergency veterinary care for injured companion and farm animals; and 4) a system for returning animals to their owners after a disaster event is over. This plan addresses small and large-scale emergencies, disasters and evacuations. It should be implemented whenever there is a need to access resources that can provide care for animals and their owners.

Individuals, facilities that house animals (such as kennels), and neighborhoods and communities are encouraged to create their own plan for the care of animals in the event of a disaster. While the County provides guidance and some limited resources for animal owners, it is the owners' responsibility to care for their animals during all phases of a disaster.

1.5.3.5 Integrated Fire Plan

The Jackson County Integrated Fire Plan was developed to build on an active foundation of wildfire protection work in the County. The County recognized an overwhelming need for increased coordination among wildfire management agencies and a need for a greater understanding of and responsibility for wildfire safety among residents of the County. Since the creation of the National Fire Plan in 2000 and passage of the Healthy Forests Restoration Act in 2003, communities have an increased opportunity to participate in federal agency wildfire fuels management planning, to receive funding for fuels management on private lands, and to be active participants in reducing wildfire risk throughout the County.

1.5.4 City Plans

The City EOP is part of a suite of plans that address various elements of the City's emergency management program. While the EOP is focused on short-term recovery, other plans address the City's approach to mitigation, continuity, and

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other aspects of emergency management. These plans work in concert with the City EOP, and are outlined below.

1.5.4.1 Continuity of Operations Plan

The City has not formalized a City Continuity of Operations (COOP) plan to date. However, once it has been developed and implemented, this plan may be used in conjunction with the EOP during various emergency situations. A COOP plan details the processes for performing administrative and operational functions during emergencies that may disrupt normal business activities. This plan identifies essential functions of local government, private-sector businesses, and community services and delineates procedures to support their continuation. COOP plan elements may include, but are not limited to:

- Identification and prioritization of essential functions.
- Establishment of orders of succession for key positions.
- Establishment of delegations of authority for making policy determination and other decisions.
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options, including telework.
- Development of interoperable communications systems.
- Protection of vital records needed to support essential functions.
- Management of human capital.
- Development of a Test, Training, and Exercise Program for continuity situations.
- Devolution of Control planning.
- Reconstitution and resumption of normal operations.

1.5.5 Support Agency Plans

The City's EMO is supported by a number of partner agencies. To the greatest extent possible, the City encourages support agencies to design their plans to complement the City EOP, and the City will seek to engage support agencies in the EOP update process to ensure appropriate linkages.

- Jackson County School District 9 Emergency Plan.
- Jackson County Fire District 3 Emergency Plan.

1.6 Authorities

1.6.1 Legal Authorities

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS Chapter 401, which establishes the authority for the highest elected official of the City Council to declare a state of emergency.

The City EMO will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the City EOP.
- Manage and maintain the City EOC, from which City officials can coordinate emergency and disaster response activities.
- Establish an Incident Command structure for management of incidents by all local emergency service agencies.
- Coordinate with County and State agencies to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

Through promulgation of this plan, City Administration has been identified as the lead agency in the City EMO. The City Administrator, given the collateral title of Emergency Manager, has authority and responsibility for the organization, administration, and operations of the EMO. The Emergency Manager may delegate any of these activities to designees, as appropriate.

The City EMO is consistent with NIMS, and procedures supporting NIMS implementation and training for the City will be developed and formalized by the City Emergency Manager

Table 1-6 sets forth the federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

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Table 1-6 Legal Authorities
Federal
<ul style="list-style-type: none"> – Executive Order 13347, July 2004, Individuals with Disabilities in Emergency Preparedness – Homeland Security Presidential Directive 5: Management of Domestic Incidents – National Disaster Recovery Framework – National Incident Management System (NIMS) – National Preparedness Goal – National Response Framework (NRF) – Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308, 2006 – Presidential Policy Directive 8: National Preparedness (PPD-8) – Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
State of Oregon
<ul style="list-style-type: none"> – Oregon Revised Statutes (ORS) 294.481 – Authorization to Receive Grants or Borrow or Expend Moneys to Respond to Public Emergency – Oregon Revised Statutes 279B.080 – Emergency Procurements – ORS 401. Emergency Management and Services – ORS 402. Emergency Mutual Assistance Agreements – ORS 403. 9-1-1 Emergency Communications System; 2-1-1 Communications System; Public Safety Communications System – ORS 404. Search and Rescue – ORS 431. State and Local Administration and Enforcement of Health Laws – ORS 433. Disease and Condition Control; Mass Gatherings; Indoor Air – ORS 476. State Fire Marshal; Protection From Fire Generally – ORS 477. Fire Protection of Forests and Vegetation – State of Oregon Emergency Operations Plan
Jackson County
<ul style="list-style-type: none"> – Jackson County Code, Chapter 244, Organization for Emergency Management
City of Eagle Point
<ul style="list-style-type: none"> – Eagle Point Ordinance 2003-17, An Ordinance Providing for the Declaration of Emergencies and Specifying Emergency Management Procedures and Declaring an Emergency – Eagle Point Resolution 2013-03, Adoption of the National Incident Management System

1.6.2 Mutual Aid and Intergovernmental Agreements

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a

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mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

See individual FAs for existing mutual aid agreements.

Copies of these documents can be accessed through the City Police Chief. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.7 Emergency Powers

1.7.1 General

Based on local ordinances and State statutes, a local declaration by the City Council allows for flexibility in managing resources under emergency conditions, such as:

- Diverting funds and resources to emergency operations in order to meet immediate needs.
- Authorizing implementation of local emergency plans and implementing extraordinary protective measures.
- Receiving resources from organizations and individuals initiated through mutual aid and cooperative assistance agreement channels.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting State and/or federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting their resources.

The City Attorney should review and advise City officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

1.7.2 City of Eagle Point Disaster Declaration Process

The City may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing County, State, or federal disaster assistance. When the City Administrator, or designee, determines that a state of emergency exists, he or she shall issue a written declaration to that effect, and within 24 hours, call a special meeting of the City Council to ratify the declaration of emergency. If a quorum of the Council not available, then the meeting shall be held as soon as a quorum can be assembled.

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A declaration by the City Council will be effective for no longer than two weeks, but it may be extended in one-week increments, should an emergency continue to exist.

A declaration shall:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within City boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The declaration of emergency will be written based upon the best information available at the time. It may be amended, based upon additional information or changes in the situation. The City Attorney may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If County, State, or federal assistance is needed, the declaration must also state that all appropriate and available local resources have been expended and contain a specific request for the type(s) of assistance required.

The ratification by the Council may also authorize additional specific emergency powers for the duration of the emergency period set forth in the declaration. Failure by the City Council to ratify the declaration shall cause the declaration and state of emergency to terminate and thereafter to be null and void.

EOC Command and General Staff have the following responsibilities in the declaration process:

- **EOC Manager:** Present the package to City Council.
- **Operations:** Identify necessary resources and outline any special powers needed to respond to the emergency. Assist in the Initial Damage Assessment (IDA).
- **Planning:** Provide situation and resource summaries; conduct a windshield survey, IDA, and Preliminary Damage Assessment (PDA).

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- **Logistics:** Compile resource requests.
- **Finance:** Track incident costs, assist in the PDA, and coordinate damage survey activities.

See Appendix B for sample Declaration of Emergency forms.

1.7.3 Jackson Declaration Process

Under ORS 401.309, a local state of emergency may be declared by the officials listed in the County Emergency Management Ordinance. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions in accordance with existing Mutual Aid Agreements and then through the State.

If the emergency area is within a city, the Chief Executive(s) of that city must process requests for assistance through the County Emergency Management Office. Requests for a State Declaration shall be made by the Executive Officer(s) of the County in which the emergency event is occurring. State assistance will be provided only after a “good faith” effort has been made, local resources are exhausted or nearing depletion, and Mutual Aid Agreements have been initiated. Local resources include those available under mutual aid or through the County.

1.7.4 State Assistance

State assistance may be provided after local resources are exhausted, nearing depletion, or projected to be inadequate and mutual aid agreements have been initiated.

The OEM Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center (ECC) to determine the best way to support local government requests. The Operations Officer evaluates resource requests based on the goals and priorities established by the Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

State resources are provided to the local emergency management organization or to the local on-scene Incident Commander as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest such as competing resource requests or priority questions.

1.7.5 Federal Assistance

The Federal Emergency Management Agency (FEMA) provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

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In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. OEM coordinates all requests for federal assistance through the State ECC. FEMA coordinates the Governor’s Presidential request for assistance in accordance with the NRF.

1.8 Continuity of Government

1.8.1 Lines of Succession

Table 1-7 provides the policy and operational lines of succession during an emergency for the City.

Table 1-7 City Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
1. City Administrator	1. Mayor
2. Police Chief	2. Council President
3. Public Works Supervisor	3. Council members (order of succession)
4. Police Sergeant	

Each City department is responsible for pre-identifying staff patterns showing a line of succession in management’s absence. Lines of succession for each department can be found within each department. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. The Emergency Manager will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the City are responsible for developing and implementing continuity of government/operations plans to ensure continued delivery of vital services during an emergency.

1.8.2 Preservation of Vital Records

Each City department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment. These are records, systems, and equipment that, if irretrievable, lost, or damaged, will materially impair the agency's ability to conduct business or carry out essential functions. Each agency should have a maintenance program for the preservation and quality assurance of data and systems. The program should take into account the cost of protecting or reconstructing records weighed against the necessity of the information to achieving the agency mission.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the City Emergency Manager to the County Emergency Management Program Coordinator according to provisions outlined under ORS Chapter 401.

The Emergency Manager of the City is responsible for the direction and control of the City's resources during an emergency and for requesting any additional resources required for emergency operations. All assistance requests are to be made through County Emergency Management Program Coordinator via the County EOC. County Emergency Management processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Jackson County Fire District 3 (Fire District 3) Fire Chief and County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via the OERS. The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act.

1.9.2 Financial Management

During an emergency, the City is likely to find it necessary to redirect City funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Administrator. If an incident in the City requires major redirection of City fiscal resources, the City Council will meet in emergency session to decide how to respond to the emergency funding needs, declare a state of emergency, and request assistance through the County as necessary. The following general procedures will be carried out:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The City Council will declare a State of Emergency and request assistance through the County.
- If a quorum of councilors cannot be reached, and if a prompt decision will protect lives, City resources and facilities, or private property, the City Administrator (or designee) may act on emergency funding requests. The Mayor and City Council will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for

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all incident-related personnel time, losses, and purchases will be established by the Finance Section.

Expenditure reports should be submitted to the Finance Department and managed through the Finance Officer to identify budgetary shortfalls. The Finance Department will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests. During activation of the City EOC, financial management will be handled by the Finance Section, which will be staffed by the Finance Department.

1.9.3 Legal Support and Liability Issues

Liability issues and potential concerns among government agencies, private entities, and other response partners, and across jurisdictions, are addressed in existing mutual aid agreements and other formal memoranda established for the City and its surrounding areas.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency is critical for the City to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. City staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- Incident and damage assessment reports.
- Incident command logs.
- Cost recovery forms.
- Incident critiques and After Action Reports (AARs).

1.10 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 911 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the City and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while they provide

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health and medical services during a pandemic or other type of public health emergency.

Currently, plans formally addressing the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak have not been developed. Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration, in coordination with the Oregon Health Authority, may provide assistance and guidance on worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 of the County EOP.

While all City agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the County and its citizens as rapidly as possible.

Processes that support employees and their families during emergency situations or disasters should be further developed through ongoing COOP planning.

2

Situation and Planning Assumptions

2.1 Situation

The City of Eagle Point is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the City is subject include droughts, floods, wildfires, and winter storms. The threat of a chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1.1 Community Profile

2.1.1.1 Geography

The City is located approximately 12 miles from Medford, Oregon, on Highway 62 on the way to Crater Lake. The City lies at the northeastern end of the Rogue Valley, where the majority of Jackson County residents reside.

The elevation of the City is 1,305 feet. Rolling hills border the City to the north and south. To the east, the Radar Hills and the area along the south bank of Little Butte Creek are some of the more steeply sloped areas in the City. State Highway 62, extending from Medford on the south to Crater Lake on the north, bisects the City and separates industrial and some commercial properties from the main portion of the community to the east.

Little Butte Creek, a tributary of the Rogue River, bisects the community diagonally in a northeast-to-southeast direction. The City is the only incorporated City within the 239,000 acre Little Butte Watershed.

2.1.1.2 Demographics

In recent years, Eagle Point has been one of the fastest growing cities in Oregon. During the building boom of 2000 to 2007, it doubled the population of the community to its present 8,469 population count (recorded in the 2010 census). The community is scheduled to continue to be a primary growth area in the upper portion of Jackson County, as set forth in the Greater Bear Creek Valley Regional Problem Solving Plan.

As of the census of 2010, there were 8,469 people and 2,985 households in the City. The population density was 2,862.1 people per square mile. The racial makeup of the City was 92.1 percent White, 0.20 percent African American, 1.3

2. Situation and Assumptions

percent Native American, 1.0 percent Asian, 0.10 percent Pacific Islander, and 3.6 percent from two or more races. Hispanic or Latino residents of any race were 6.8 percent of the population.

Of the 2,985 households, 27.3 percent had children under the age of 18 living with them, 55.9 percent were married couples living together, 12.0 percent had a female householder with no husband present, and 26.6 percent were non-families. Households consisting of single individuals made up 20.9 percent of all households, and 9.7 percent had someone living alone who was 65 years of age or older. The average household size was 2.62, and the average family size was 3.01. Of the total population, 37.5 percent were under the age of 18, and 27.7 percent were 65 years of age or older. The median age was 37.5 years.

The median income for a household in the city was \$50,568. The per capita income for the City was \$21,287. Residents living below the poverty line made up 12.3% of the population.

2.1.1.3 Climate

Eagle Point has an average winter temperature of 30–40 degrees Fahrenheit and an average summer temperature of 85–95 degrees Fahrenheit. Average rainfall is only 18.85 inches.

2.1.1.4 Community Events

- **Street Dance** – Annual street dance held on Main Street in Eagle Point.
- **Annual Bicycle Ride** – A bicycle ride offered to the public that offers a 6K, 50K, and 100K ride beginning and ending in Eagle Point
- **July 4th Celebration** – This event is sponsored by the Eagle Point Community Association that includes a street fair and fireworks at the Eagle Point High School
- **Saturday Market** – A market featuring goods by local artists and farmers between May and October, held between Butte Creek Mill and the Eagle Point Museum
- **National Night Out** – A community policing crime-prevention partnership held the first Tuesday of August at Chamberlain Park
- **Little Butte Creek Watershed Festival** – An interactive educational event about water conservation and stream ecology
- **Butte Creek Mill Family Christmas Event** – A community event featuring live Christmas music

2. Situation and Assumptions

Figure 2-1 Map of City of Eagle Point

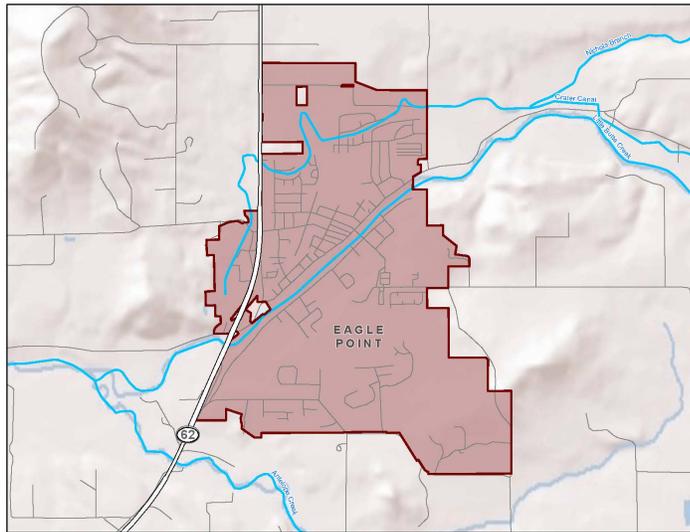
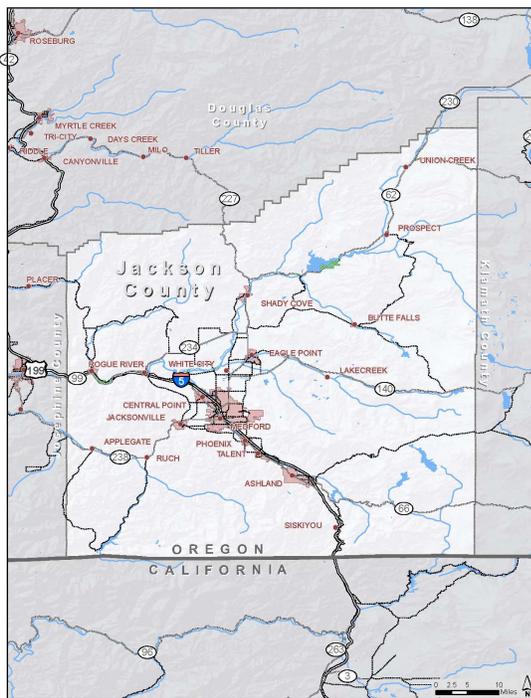


Figure 2-2 Map of Jackson County



2.1.2 Threat/Hazard Identification

The City may be subject to a variety of natural, technological, and human-caused hazards and threats.

- **Natural Hazards.** Result from acts of nature.
- **Technological Hazards.** Result from accidents or the failures of systems and structures.

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- **Threats or Human-Caused Incidents.** Result from intentional actions of an adversary.

Table 2-1 identifies the hazard/threat most likely to impact the City, based on the community’s vulnerability and the resulting potential impacts of the hazard or threat.

Natural	Technological	Human-Caused
<ul style="list-style-type: none"> • Drought • Earthquake • Flood • Landslide • Severe Winter Storm and Windstorm • Volcanic Eruption • Wildfire 	<ul style="list-style-type: none"> • Bridge Collapse • Dam Failure • Hazardous Materials Incident 	<ul style="list-style-type: none"> • Terrorism • Water System Contamination

See the Jackson County Natural Hazard Mitigation Plan for more information regarding natural hazards for the area.

2.1.2.1 Bridge Collapse

Though repaired in 2002 and able to support its traffic load, the Main Street Bridge is vulnerable to flooding. With a high enough debris flow, constructions could form at the bridge, potentially resulting in a bridge collapse under the stress.

2.1.2.2 Dam Failure

Total, cataclysmic dam failure is rare; more commonly, structures leak and require repairs. During an earthquake, however, the movement of waters over the top of the dam can create enough stress to cause dam failure. The dam of greatest concern to the City is Fish Lake Dam, which lies 27 miles from the City. If this dam were to fail, it would inundate the City, causing significant loss of life, damage to property, and interruption of transportation systems. It is estimated that the leading edge of the water would arrive in Eagle Point in 3 hours and 16 minutes. An emergency plan for responding to the failure of Fish Lake Dam has been developed, and responders have conducted related exercises.

2.1.2.3 Drought

The City has extended hot and dry weather conditions during the summer and early fall. The region experienced severe drought conditions in 1997, 1992–1994, and again in 2001. During drought conditions, the flow in Little Butte Creek decreases, bringing a corresponding decrease in water quality and an increase in the incidence of e coli. Drought conditions can also lead the Medford Water

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Commission to limit water use. The City has not experienced serious consequences from drought in recent years.

2.1.2.4 Earthquake

Although no property damage or injury to persons due to earthquakes have been reported in Jackson County in the past one-hundred years, there are active faults in Klamath County. The neighboring area of Klamath Falls has experienced three earthquakes since 1993, with magnitudes ranging from 3.4 to 6.0. The Oregon Department of Geology and Mineral Industries indicates that a magnitude 9 Cascadia Subduction zone earthquake is likely to occur off the Oregon coast sometime in the next one-hundred years.

2.1.2.5 Flood

Throughout the region, the combination of warm temperatures, rapidly melting snow pack, and intense rains brings flood conditions in winter months. The City has experienced several flood events, including the following:

- 1964 – 18 inches of water covered the downtown area and caused significant damage to the City, although there are no records of the exact amount of the monetary damage.
- 1997 – Two residences were raised and two were demolished as a result of a flood, at a total cost of \$213,400.
- 1998 – Sand and sandbags stopped the high waters in the creek, and no damages were reported.

2.1.2.6 Hazardous Materials Incident

Hazardous materials incidents occur infrequently in the City; however, the potential for them is great. The City is located between Highway 62 and Highway 140, both of which are State highways that serve freight trucks carrying a variety of potentially hazardous cargo.

2.1.2.7 Landslides

The City has not experienced any landslides to date, but construction on the hills of the eastern part of the City is occurring. According to the Oregon Department of Geology and Mineral Industries Hazard Map of Potentially Rapidly Moving Landslides in Western Oregon, one area on the east side of the City presents the potential for landslides. This area is located on the southeast side of the “E” Hill.

2.1.2.8 Severe Weather

Snowstorms and windstorms in the region can disrupt utilities, telecommunications, and roadways. They most commonly occur from October through April. The most disruptive aspect of such storms is the falling of trees and their limbs onto utilities, which can disrupt the delivery of electric service to

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the City. Periodic snowstorms, as in 1998 and 1999, can create traffic hazards, such as on main street where vehicles travel up the “s” curve on Stevens Hill.

2.1.2.9 Terrorism

A Basic Vulnerability Assessment has been developed by the Chief of Police and is on file at City Hall. The summary notes that there is a low probability of terrorist attack in the community. Nonetheless, as a preparedness measure, IA 9 – Terrorism has been developed for the City.

2.1.2.10 Water System Contamination

The City has two different sources of water. In the summertime, all of the City’s water comes from the Rogue River, while in wintertime, its water comes from the Big Butte Springs. The City has no control over these water sources, both of which are run by the Medford Water Commission. The City is concerned about the potential for vandalism at the Big Butte Springs or intentional contamination of waters at either source. The City currently has two reservoirs; a third will be built in the next five years. No problems have been experience to date with these sources, but the City is mindful of the impact that contamination could have.

2.1.2.11 Wildfire

Although no wildfires have impacted the City in recent years, the potential is clearly there. The City does not have heavy forests in its environs, but there are grassland, scrub oak, and brush fuels present. As the City grows, more and more homes are being built in the wildland interface and on hillsides, increasing the potential threat of wildfire.

2.1.2.12 Hazards that Originate in Neighboring Jurisdictions

In addition to the hazards identified above, hazards that originate in neighboring jurisdictions may create hazard conditions within the City. These hazards include:

- **Volcano.** A volcanic eruption in the Crater Lake, Mount Shasta, or Mount McLoughlin area may result in residents traveling through the City to escape its effects.

2.1.3 Hazard Analysis

In the Hazard Analysis, each hazard and threat described above is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion’s severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each hazard as a singular event.

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Table 2-2 2003 City of Eagle Point Hazard Analysis Matrix					
Hazard	Rating Criteria with Weight Factors				Total Score
	History¹ (WF=2)	Vulnerability² (WF=5)	Max Threat³ (WF=10)	Probability⁴ (WF=7)	
<i>Score for each rating criteria = Rating Factor (High = 10 points; Moderate = 5 points; Low = 1 point) X Weight Factor (WF)</i>					
Water System Contamination	2	50	100	49	201
Severe Winter Storm and Windstorm	20	50	60	70	200
Earthquake	8	35	100	42	185
Flood	20	35	50	70	175
Drought	10	50	70	35	165
Dam Failure	2	50	100	7	159
Wildfire	20	20	50	35	125
Bridge Collapse	2	40	40	7	89
Landslide	2	20	40	7	69
HazMat – Transportation	2	15	30	21	68
Volcanic Eruption	2	5	50	7	64
Landslide	10	5	10	35	60
Terrorism	2	10	30	7	49
HazMat – Fixed Site	2	5	10	7	24
Notes:					
1. History addresses the record of previous major emergencies or disasters. Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; moderate = 3 events in last 100 years; low = 1 or 0 events in last 100 years.					
2. Vulnerability addresses the percentage of population or property likely to be affected by a major emergency or disaster. Weight Factor is 5. Rating factors: high = more than 10% affected; moderate = 1%-10% affected; low = less than 1% affected.					
3. Maximum Threat addresses the percentage of population or property that could be affected in a worst case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; moderate = 5%-25% could be affected; low = less than 5% could be affected.					
4. Probability addresses the likelihood of a future major emergency or disaster within a specified period of time. Weight Factor is 7. Rating factors: high = one incident within a 10-year period; moderate = one incident within a 50-year period; low = one incident within a 100-year period.					

2.1.4 Capability Assessment

The availability of the City’s physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. City response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The City has not developed a formal capabilities assessment to date. Should one be developed in the future, it will summarize the jurisdiction’s prevention, protection, response, and recovery capabilities involving the defined hazards. It

2. Situation and Assumptions

will also further describe the jurisdiction’s limitations on the basis of training, equipment, and personnel.

Table 2-3 Core Capabilities by Mission Area				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
<ul style="list-style-type: none"> • Forensics and Attribution • Intelligence and Information Sharing • Interdiction and Disruption • Screening, Search, and Detection 	<ul style="list-style-type: none"> • Access Control and Identify Verification • Cybersecurity • Intelligence and Information Sharing • Interdiction and Disruption • Physical Protective Measures • Risk Management for Protection Programs and Activities • Screening, Search, and Detection • Supply Chain Integrity and Security 	<ul style="list-style-type: none"> • Community Resilience • Long-Term Vulnerability Reduction • Risk and Disaster Resilience Assessment • Threats and Hazard Identification 	<ul style="list-style-type: none"> • Critical Transportation • Environmental Response/ Health and Safety • Fatality Management Services • Infrastructure Systems • Mass Care Services • Mass Search and Rescue Operations • On-Scene Security and Protection • Operational Communications • Public and Private Services and Resources • Public Health and Medical Services • Situational Assessment 	<ul style="list-style-type: none"> • Economic Recovery • Health and Social Services • Housing • Infrastructure Systems • Natural and Cultural Resources

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2.1.5 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) are owned and operated by the City or local partners and support the delivery of critical and essential services. These resources are necessary to ensure the City's security, public health and safety, and economic vitality. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation. Emergencies, natural hazards, and terrorist attacks on CIKR could significantly disrupt those activities, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

Key facilities that should be considered in infrastructure protection planning include:

- Structures or facilities that produce, use, or store highly volatile, flammable, explosive, toxic, and/or water-reactive materials.
- Government facilities, such as departments, agencies, and administrative offices.
- Hospitals, nursing homes, and housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events

2.2 Assumptions

This EOP is based on the following assumptions and limitations:

- Essential City services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by City emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/ICS protocol.

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- Each responding City and County agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require State and federal assistance.
- County support of City emergency operations will be based on the principle of self-help. The City will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the City may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the City could be subject to radioactive fallout or other hazard related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations that affect the City. Although this plan defines procedures for coordinating such assistance, it is essential for the City to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over City resources will remain at the City level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.
- City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted

2. Situation and Assumptions

during a general emergency; however, the City can still operate effectively if public officials, first responders, employees, volunteers, and residents are:

- Familiar with established policies and procedures
- Assigned pre-designated tasks
- Provided with assembly instructions
- Formally trained in their duties, roles, and responsibilities required during emergency operations.

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3

Roles and Responsibilities

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County Emergency Management Program Coordinator is responsible for emergency management planning and operations for the area of the County lying outside the corporate limits of the incorporated municipalities of the County. The mayor or other designated official (pursuant to city charter or ordinance) of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (These responsibilities may be shared with County Emergency Management under agreement.)

The City of Eagle Point conducts all emergency management functions in accordance with NIMS. To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

During a City-declared disaster, control is not relinquished to County or State authority but remains at the local level for the duration of the event. Some responsibilities may be shared under mutual consent.

Most City departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below, as well as in individual annexes.

3.2 Emergency Management Organization

The City does not have an office or division of emergency management services separate from its existing departments. For the purposes of this plan, the City's emergency management structure will be referred to generally as the City EMO. Under this structure, the City Administrator is considered the Emergency Manager, unless this role has been otherwise delegated. Roles and

3. Roles and Responsibilities

responsibilities of individual staff and agencies are described throughout the plan to further clarify the City's emergency management structure.

The Emergency Manager may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other City staff.

Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the City's emergency management program can vary depending upon the location, size, and impact of the incident. The EMO for the City is divided into two general groups, organized by function—the Executive Group and Emergency Response Agencies.

3.2.1 Executive Group

The Executive Group may include representation from each City department during an event. The Executive Group is responsible for the activities conducted within its jurisdiction. The members of the group include both elected and appointed executives with certain legal responsibilities. Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
 - The jurisdiction, including persons, property, and structures
 - Vulnerable populations, including unaccompanied children and those with service animals
 - Individuals with household pets.
- Encouraging residents to be prepared and participate in volunteer organizations and training courses.

3.2.1.1 Mayor and City Council

The ultimate responsibility for policy, budget, and political direction for the City government is borne by the City Council. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy

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statements as needed to support actions and activities related to recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the council will provide elected liaison with the community and other jurisdictions. In the event that declaration of emergency is needed, the Mayor (or designee) will initiate and terminate the state of emergency through a declaration ratified by the council.

General responsibilities of the Mayor and City Council include:

- Establishing emergency management authority by City ordinance.
- Adopting an EOP and other emergency management–related resolutions.
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending Public Information Officer (PIO) briefings.

3.2.1.2 City Administrator

The City Administrator is responsible for continuity of government, overall direction of City emergency operations, and dissemination of public information, including the following tasks:

- Ensuring that all City departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Implementing the policies and decisions of the governing body.
- Ensuring adequate program staffing and funding.
- Establishing internal lines of succession.
- Ensuring that department heads adequately train staff to assume emergency responsibilities.
- Providing public information.
- Declaring a State of Emergency and providing support to the EOC Manager in requesting assistance through the County.
- Ensuring, through the City Recorder, that plans are in place for the protection and preservation of City records.
- Providing policy level emergency management.

3. Roles and Responsibilities

3.2.1.3 Emergency Manager

The City Administrator serves as the Emergency Manager for the City. The Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Manager works with the Executive Group to ensure that there are unified objectives with regard to the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The Emergency Manager coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Manager is responsible for:

- Serving as staff advisor to the City Council and City Administrator for emergency matters.
- Coordinating the planning and general preparedness activities related to the government and maintenance of this plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining a resource inventory.
- Preparing and maintaining department notification/call rosters.
- Ensuring the operational capability of the City EOC.
- Activating the City EOC.
- Keeping the governing body apprised of the City's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the City and County Emergency Management.
- Maintaining liaison with organized emergency volunteer groups and private agencies.
- Soliciting and incorporating department input into the planning process and the EOP.
- Facilitating ICS training in emergency management for City staff.
- Providing liaison with other emergency management organizations and agencies, and with volunteer organizations tasked with emergency responsibilities.
- Partnering with Fire District 3 in emergency response activities and planning.

3. Roles and Responsibilities

3.2.1.4 Emergency Management Staff Responsibilities

It is the responsibility of the Emergency Management Staff to help determine a course of action to contain, control, and recover from an emergency.

■ Common Responsibilities

- Reviewing the EOP according to the established review schedule and providing revisions to the Emergency Manager.
- Ensuring that necessary revisions of the EOP are implemented.
- Representing the City in all emergency management activities.
- Providing liaison with other emergency management offices, agencies, and volunteer organizations tasked with emergency responsibilities.
- Receiving and disseminating emergency warnings.
- Collecting, collating, displaying, and assessing situation reports.
- Receiving requests for assistance and emergency information from the public.
- Providing emergency information and instructions to the general public and private institutions, businesses, industries, and disaster relief organizations (at the discretion of the EOC Manager).
- Establishing and maintaining contact with:
 - Other functional EOCs.
 - Neighboring jurisdictions.
 - OEM and OERS.
 - Public and private agencies with available resources and capabilities to support City emergency operations.
 - Federal agencies, including, but not limited to, FEMA.
 - General public, business, industry, community organizations, and disaster relief agencies.
- Establishing guidelines for the ordering, use, and release of resources to meet urgent needs.

3. Roles and Responsibilities

■ Public Works Director

- Ensuring that public works–related information is incorporated correctly in the EOP, ensuring compliance with State and federal regulations.
- Providing direction to the EOC regarding public works–related activities and responsibilities, ensuring compliance with State and federal regulations.
- Coordinating City emergency management activities that involve public works responsibilities.
- Conducting exercises to test the EOP and response capabilities.
- Facilitating training in emergency management for Public Works staff.

■ Finance Officer

- Ensuring that City finance–related information is incorporated correctly into the EOP, ensuring compliance with State and federal regulations.
- Providing direction to the EOC regarding City finances, ensuring compliance with State and federal regulations.
- Recording the costs of City emergency management activities and providing records for compiling projected and incurred costs of emergency incidents.

■ Building Official

- Ensuring that information regarding building codes, inspections, etc. is incorporated correctly into the EOP, ensuring compliance with State and federal regulations.
- Providing direction to the EOC regarding building codes, inspections, etc., ensuring compliance with State and federal regulations.
- Coordinating building inspection activities with the EOP.

3.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff are first responders, the majority focus on supporting these first responders and/or the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders.

3. Roles and Responsibilities

All City departments are responsible for:

- Supporting EOC operations to ensure that the City is providing for the safety and protection of the citizens it serves.
- Establishing, in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the City Council and Emergency Manager.
- Developing alert and notification procedures for department personnel.
- Developing operating guidelines to implement assigned duties specified by this plan.
- Tracking incident-related costs, in coordination with the EOC Finance Section if activated, incurred by the department and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.
- Establishing internal lines of succession of authority.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with standard SOPs.
- Identifying critical functions and developing procedures for maintaining and/or reestablishing services provided to the public and other City departments.
- Assigning personnel to the EOC, as charged by this plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring that staff complete any NIMS-required training.
- Ensuring that department plans and SOPs incorporate NIMS components, principles, and policies.
- Dedicating staff time for preparedness training and participation in exercises.
- Preparing and maintaining supporting SOPs and annexes.

3. Roles and Responsibilities**3.2.2.1 Fire District 3**

The Fire District is responsible for:

- Maintaining and updating guidelines and procedures for responding to emergencies.
- Training personnel to perform emergency duties safely and effectively.
- Providing emergency response and incident management in coordination with the City EOP.
- Establishing and enforcing fire prevention codes.
- Assisting the Police and Public Works with emergency responses, as requested.
- Safeguarding essential records.
- Maintaining internal notification/call rosters.
- Establishing internal lines of succession.
- Maintaining mutual aid agreements necessary for adequate response.
- Providing fire protection to vital City facilities, shelters, etc. and emergency medical care to City residents.
- Providing a secondary EOC facility for the City.
- Activating Fire District 3 volunteers, as requested by the City.
- Serving as a functional participant in the City's EOC.

3.2.2.2 Police Department

The Police Department is responsible for:

- Serving as the City's alert and warning, and activation point.
- Maintaining operating guidelines and procedures for responding to emergencies.
- Training personnel to safely and effectively carry out emergency responsibilities.
- Providing emergency response and incident management according to department operating guidelines and the provisions of this plan.
- Providing security for vital facilities, including the EOC, shelters, etc.
- Directing incident/site security.

3. Roles and Responsibilities

- Providing support to Fire and Public Works emergency operations, as requested.
- Safeguarding essential records.
- Maintaining internal notification/call rosters.
- Establishing internal lines of succession.
- Maintaining mutual aid agreements necessary for department response.

3.2.2.3 Public Works Department

The Public Works Department is responsible for:

- Serving as lead department for flood, drought, and weather-related emergencies.
- Training personnel in the safe and effective fulfillment of emergency duties.
- Developing operating guidelines and procedures for responding to emergencies.
- Providing emergency response and incident management according to department guidelines and the provisions of this plan.
- Providing support to Police and Fire emergency operations as requested, and within capabilities.
- Assisting in damage assessment.
- Maintaining internal notification/call rosters.
- Establishing internal lines of succession.

3.2.2.4 Building Department

The Building Department is responsible for:

- Assisting the lead department in determining whether damaged buildings are safe enough for return to use.
- Training personnel in the safe and effective fulfillment of emergency duties.
- Developing operating guidelines and procedures for responding to emergencies that involve the structural integrity of building.
- Providing emergency response and incident management according to department guidelines and the provisions of this plan.

3. Roles and Responsibilities

- Providing support to Police and Fire emergency operations as requested, and within capabilities.
- Providing damage assessment of structures and buildings within the City as needed.
- Maintaining internal notification/call rosters.
- Establishing internal lines of succession.

3.2.3 Responsibilities by Function

This group includes services required for an effective emergency management program, of which response is a key element. These agencies include fire departments/districts, law enforcement, emergency medical service (EMS) providers, and public health, environmental health, and public works departments.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

- **Primary Agency(s)**

- Identifies lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function, and will coordinate with supporting agencies.

- **Supporting Agency(s)**

- Identifies agencies with substantial support roles during major incidents.

3.2.3.1 Transportation

Primary Agency: City Public Works

Supporting Agencies: Jackson County School District 9, Rogue Valley Transit, County Roads Department

Transportation-related responsibilities include:

- Planning for and identifying high-hazard areas, numbers of potential evacuees, and numbers of people requiring transportation to reception areas (including vulnerable populations).
- Coordinating transportation needs for Access and Functional Needs Populations.
- Identifying emergency traffic routes.

3. Roles and Responsibilities

- Determining optimal traffic flow and movement priority from residences to highways.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Coordinating transportation services, equipment, and personnel using emergency routes.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Proposing locations of roadblocks and patrols for evacuation movement.
- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.

See FA 3 – Infrastructure Services and the County EOP, ESF 1 – Transportation for more details.

3.2.3.2 Communications

Primary Agency: Emergency Communications of Southern Oregon (ECSO)
9-1-1 Center

Supporting Agencies: City Police Department

Alert and Warning

Responsibilities related to alert and warning include:

- Disseminating emergency public information, as requested by the On-scene Incident Commander, EOC Manager, or PIO.
- Receiving and disseminating warning information to the public and key County and City officials.

Communication Systems

Communication-related responsibilities include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.

See FA 1 – Emergency Services and the County EOP, ESF 2 – Communications for more details.

3. Roles and Responsibilities

3.2.3.3 Public Works and Engineering

Primary Agency: City Public Works Department

Supporting Agencies: County Roads Department, Oregon Department of Transportation

Responsibilities related to public works and engineering include:

- Barricading hazardous areas.
- Performing priority restoration of streets and bridges.
- Protecting and restoring waste treatment and disposal systems.
- Augmenting sanitation services.
- Assessing damage to streets, bridges, traffic control devices, the wastewater treatment system, and other public works facilities.
- Removing debris.
- Assessing damage to City-owned facilities.
- Condemning unsafe structures.
- Directing temporary repair of essential facilities.

See FA 3 – Infrastructure Services and the County EOP, ESF 3 – Public Works and Engineering for more details.

3.2.3.4 Firefighting

Primary Agency: Fire District 3

Supporting Agencies: County Fire Defense Board

Responsibilities related to fire service include:

- Providing fire prevention, fire suppression, and emergency medical aid in order to prevent loss of life, loss of property, and damage to the environment.
- Providing hazardous materials spills emergency response planning, and coordination.
- Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.
- Performing life-safety inspections and recommendations for activated emergency shelters

See FA 1 – Emergency Services and the County EOP, ESF 4 – Firefighting for more details.

3. Roles and Responsibilities

3.2.3.5 Emergency Management

Primary Agency: City Administration

Supporting Agencies: County Emergency Management

Emergency Operations Center

The Emergency Manager is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. City departments will be requested to designate personnel who can be made available to be trained by City Emergency Management and to work in the EOC during an emergency. Other departments may be requested to provide assistance in an emergency.

The following tasks are necessary for the City to activate and utilize its EOC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintaining contact with neighboring jurisdictions and the County EOC.
- Maintaining the EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition.
- Requesting department representatives (by title) to report to the EOC and developing procedures for crisis training.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control, FA 1 – Emergency Services, and the County EOP Basic Plan and ESF 5 – Emergency Management for more details.

3.2.3.6 Mass Care, Emergency Assistance, Housing, and Human Services

Primary Agency: City Emergency Manager, American Red Cross, County Health and Human Services Department

Supporting Agencies: Local faith-based organizations and other volunteer agencies

The City relies on the support of the County to provide Shelter and Mass Care Services and has adopted the procedures outlined in the County EOP. The County Health and Human Services Department, with support from the Southern Oregon Chapter of the American Red Cross (Red Cross), is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in the County EOP, ESF 6 – Mass Care, Emergency

3. Roles and Responsibilities

Assistance, Housing, and Human Services and ESF 11 – Agriculture and Natural Resources. Responsibilities related to mass care, emergency assistance, housing, and human service include:

- Maintaining the Community Shelter Plan and Animals Disaster Response Plan.
- Supervising the Shelter Management program (stocking, marking and equipping, etc.) for natural disasters.
- Coordinating support with other City and County departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Identifying sources of clothing for disaster victims (may coordinate with the Salvation Army or other disaster relief organization).
- Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- Coordinating operation of shelter facilities operated by the City or County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

See FA 2 – Human Services and the County EOP, ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services and ESF 11 – Agriculture and Natural Resources for more details.

3.2.3.7 Logistics Management and Resource Support

Primary Agency: City Finance Department

Supporting Agencies: County Emergency Management

Responsibilities related to logistics management and resource support include:

3. Roles and Responsibilities

- Establishing procedures for employing temporary personnel for disaster operations.
- In cooperation with law enforcement, establishing and maintaining a staffing reserve.
- Coordinating deployment of reserve personnel to City departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.

See FA 1 – Emergency Services and the County EOP, ESF 7 – Logistics Management and Resource Support for more details.

3.2.3.8 Public Health and Emergency Medical Services

Public Health Services

Primary Agency: City Emergency Manager, County Health and Human Services Department

Supporting Agencies: Local medical centers

The City relies on the County to provide public health and human services. The County Health Department Director is responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. The Health Department Director also serves as the Health Department representative for the County EMO. Relevant operations are detailed in the County EOP, ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services and ESF 8 – Public Health and Medical Services.

Responsibilities related to public health include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.
- Coordinating public health surveillance.
- Coordinating mass prophylaxis and delivery and distribution set-up of the Strategic National Stockpile, if needed.

3. Roles and Responsibilities

- Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and management of the dead.
- Coordinating isolation and/or quarantine actions, as needed and permitted.
- Coordinating dissemination of public health information.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

See FA 2 – Human Services and the County EOP, ESF 8 – Public Health and Medical Services for more details.

Emergency Medical Services

Primary Agency: Mercy Flights, Fire District 3

Supporting Agencies: Local medical centers

EMS-related responsibilities include:

- Providing emergency medical care and transport.
- Coordinating EMS resources.
- Requesting additional EMS assets as necessary.

See FA 1 – Emergency Services and the County EOP, ESF 8 – Public Health and Medical Services for more details.

3.2.3.9 Search and Rescue

Primary Agency: Jackson County Sheriff's Office, City Police Department

Supporting Agencies: Fire District 3

Responsibilities related to search and rescue include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.
- Establishing and monitoring training standards for certification of search and rescue personnel.

See FA 1 – Emergency Services and the County EOP, ESF 9 – Search and Rescue for more details.

3. Roles and Responsibilities

3.2.3.10 Oil and Hazardous Materials Response

Primary Agency: Fire District 3

Supporting Agencies: Oregon State Fire Marshal Regional Hazardous Materials Team 8

Hazardous Materials Response

Responsibilities related to oil and hazardous materials include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).
- Providing remote consultation, as needed.
- Assessing the potential health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and State agencies.
- Recommending protective actions related to hazardous materials.
- Conducting environmental short- and long-term cleanup.

Radiological Protection

Responsibilities related to radiological protection include:

- Providing localized radiological monitoring and reporting network, when necessary.
- Securing initial and refresher training for instructors and monitors.
- Providing input to the Statewide monitoring and reporting system from incident scenes, as necessary.
- Under fallout conditions, providing City and County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government.
- Providing monitoring services and advice at the scenes of accidents involving radioactive materials.

See FA 1 – Emergency Services and the County EOP, ESF 10 – Oil and Hazardous Materials for more details.

3.2.3.11 Agriculture and Natural Resources

Primary Agency: City Emergency Manager, County Health and Human Services Department

3. Roles and Responsibilities

Supporting Agencies: Southern Oregon Humane Society, Jackson County Emergency Management

Responsibilities related to agriculture and natural resources include:

- Providing nutrition assistance.
- Conducting animal and plant disease and pest response.
- Monitoring food safety and security.
- Providing natural and cultural resources and historic properties protection and restoration.
- Coordinating with pet-owners in protecting the safety and well-being of household pets.

See FA 2 – Human Services and the County EOP, ESF 11 – Agriculture and Natural Resources for more details.

3.2.3.12 Energy and Utilities

Primary Agency: City Public Works Department

Supporting Agencies: Area utilities (Pacific Power, Avista, Southern Oregon Sanitation, CenturyLink)

Responsibilities related to energy and utilities include:

- Working with local energy facilities to restore damaged energy utility infrastructure and accompanying systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

See FA 3 – Infrastructure Services and the County EOP, ESF 12 – Energy for more details.

3.2.3.13 Law Enforcement Services

Primary Agency: City Police Department

Supporting Agencies: County Sheriff's Office

Responsibilities related to law enforcement include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.

3. Roles and Responsibilities

- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.
- Evacuating disaster areas.

See FA 1 – Emergency Services and the County EOP, ESF 13 – Public Safety and Security for more information.

3.2.3.14 Recovery

Primary Agency: City Emergency Manager

Supporting Agencies: City Council, County Emergency Management

Recovery-related responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental-sector emergency recovery efforts.
- Participating with County and State partners to conduct damage assessments; identifying and facilitating availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support, providing assistance as needed.
- Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the City.

See FA 4 – Recovery Strategy and the County EOP, ESF 14 – Long-Term Community Recovery for more details.

3.2.3.15 External Affairs

Primary Agency: City Emergency Manager

Supporting Agencies: County Emergency Management

Responsibilities related to external affairs include:

- Conducting ongoing hazard awareness and public education programs.
- Compiling and preparing emergency information for the public in case of emergency.

3. Roles and Responsibilities

- Coordinating with other agencies to ensure consistency of education and emergency information.
- Arranging for media representatives to receive regular briefings on the City's status during extended emergency situations.
- Securing printed and photographic documentation of the disaster situation.
- Handling unscheduled inquiries from the media and the public.
- Being aware of non-English-speaking and/or bilingual population centers within the City and County and preparing training and news releases accordingly.

See FA 1 – Emergency Services and the County EOP, ESF 15 – External Affairs for more details.

3.2.3.16 Evacuation and Population Protection

Primary Agency: City Police Department

Supporting Agencies: City Public Works Department, Fire District 3, County Sheriff's Office

Responsibilities related to evacuation and population protection include:

- Defining responsibilities of City departments and private-sector groups.
- Identifying high-hazard areas and corresponding numbers of potential evacuees.
- Coordinating evacuation planning, including:
 - Movement control
 - Health and medical requirements
 - Transportation needs
 - Emergency Public Information materials
 - Shelter and reception location.
- Developing procedures for sheltering in place.

See FA 1 – Emergency Services for more details.

3.2.3.17 Damage Assessment

Primary Agency: City Building Department, City Planning Department

Supporting Agencies: County Emergency Management

3. Roles and Responsibilities

Responsibilities related to damage assessment include:

- Establishing a damage assessment team from among City departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members to the EOC.
- Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assisting in determining the geographic extent of the damaged area.
- Evaluating the effect of damage on the City's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

See FA 4 – Recovery strategy for more details.

3.2.3.18 Legal Services

Primary Agency: City Contractor

Responsibilities related to legal services include:

- Advising City officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price, and rent controls
 - Establish rationing of critical resources
 - Establish curfews
 - Restrict or deny access
 - Specify routes of egress
 - Limit or restrict use of water or other utilities
 - Remove debris from publicly or privately owned property.
- Reviewing and advising City officials in determining how the City can pursue critical objectives while minimizing potential exposure.
- Preparing and recommending local legislation to implement emergency powers when required.
- Advising City officials and department heads regarding record keeping requirements and other documentation necessary for exercising emergency powers.

3. Roles and Responsibilities

- Thoroughly reviewing and maintaining familiarity with current ORS 401 provisions as they apply to County or City government in disaster events.

3.2.3.19 Volunteer and Donation Management

Primary Agency: City Emergency Manager

Supporting Agencies: County Emergency Management

Government-Sponsored Volunteers

Responding to incidents frequently exceeds the City's resources. Government-sponsored volunteer organizations such as Community Emergency Response Teams (CERTs), Fire Corps and/or Medical Reserve Corps, and Volunteers in Police Service provide vital support to emergency response agencies in completing their assigned tasks.

Unaffiliated Volunteers and Donations

Unaffiliated volunteers and donors can support response efforts in many ways, and it is essential that the City plan ahead to effectively incorporate volunteers and donated goods into its response activities.

3.2.3.20 Coordination with Special Facilities

Primary Agency: City Emergency Manager

Supporting Agencies: County Emergency Management

Responsibilities related to coordination with special facilities (e.g., schools, care facilities, correctional institutions) include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Encouraging staff preparedness by participating in planning, training, and exercises.
- Educating staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Preparing and maintaining emergency plans and SOPs.

3.2.3.21 Other Agency Responsibilities

Other City department and agency heads not assigned a specific function in this plan will be prepared to make their resources (including personnel) available for emergency duty at the direction of the City Administrator.

3. Roles and Responsibilities

3.3 Local and Regional Response Partners

The City's emergency organization is supported by a number of outside organizations, including the County, service organizations, and the private sector.

3.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the City and County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.2 Nongovernmental Organizations

Nongovernmental organizations play enormously important roles before, during, and after an incident. In the City, nongovernmental organizations such as the Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental organizations collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental organizations in an emergency may include:

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.

3. Roles and Responsibilities

- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping to coordinate assistance.

3.3.3 Individuals and Households

Although not formally a part of the City's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

3.4 County Response Partners

The County Emergency Management Program Coordinator has been appointed under the authority of the Board of County Commissioners. The County Emergency Management Program Coordinator is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

See the County Emergency Operations Plan for details on the County's emergency management organization and detailed roles and responsibilities for County departments.

3.5 State Response Partners

Under the provisions of ORS 401.025 through 401.236, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-declared emergency. The administrator of OEM is delegated authority by ORS 401.052 to 401.235 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization.

3. Roles and Responsibilities

Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

See the State of Oregon Emergency Operations Plan for details on the State's emergency management organization and detailed roles and responsibilities for State departments.

3.6 Federal Response Partners

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the Oregon EMP and, if necessary, the NRF.

See the National Response Framework for details on the federal government's emergency management organization and detailed roles and responsibilities for federal departments.

3. Roles and Responsibilities

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15					
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
City of Eagle Point																				
Building Department																	P			
City Administration					P	P	P							P	P				P	P
Finance Department																				
Legal Contractor																		P		
Planning Department																	S			
Police Department	S	P			S				S				P			P				
Public Works Department	P		P									P								
Jackson County																				
County Fire Defense Board				S																
Emergency Management					S	S	S							S	S		S		S	S
Fairgrounds											S									
Health and Human Services Department						P		P			P									

3. Roles and Responsibilities

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15					
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
Planning Department																				
Roads Department	P		P									S								
Sheriff’s Office		S							P				S			S				
Special Districts																				
School District	S													S						
Rogue Valley Transit	S																			
ECSO		P																		
Fire District 3				P						P										
Private/Non-Profit Organizations																				
American Red Cross						P														
Humane Society											S									
Southern Oregon Sanitation																				
Chamber of Commerce														S	S					
Local Utilities												P								

3. Roles and Responsibilities

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15					
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State of Oregon																				
Department of Administrative Services							S						S							
Department of Justice													S							
Governor’s Office															S					
Governor’s Recovery Planning Cell (Governors Recovery Cabinet)														S						
Office of the State Fire Marshal				S					S	S										
Business Development Department														S						
Department of Agriculture											S									
Department of Energy												S								
Department of Environmental Quality										S			S							

3. Roles and Responsibilities

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15					
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
Department of Forestry				S																
Department of Human Services						S		S												
Department of Transportation	S		S																	
Office of Emergency Management		S			S				S					S	S					
Oregon Health Authority						S														
Oregon Military Department							S													
Oregon State Police													S							
Public Utility Commission		S										S								
Federal																				
Department of Agriculture				S							S			S						
Department of Defense			S						S											
Department of Energy												S								

3. Roles and Responsibilities

Related County Annexes	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15					
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Public Health and Medical Services	Search and Rescue	Oil and Hazardous Materials	Agriculture and Natural Resources	Energy	Public Safety and Security	Long-Term Community Recovery	External Affairs	Evacuation and Population Protection	Damage Assessment	Legal Services	Volunteer and Donations Management	Coordination with Special Facilities
Department of Health and Human Services								S												
Department of Homeland Security		S	S		S	S	S		S	S				S	S					
Department of Housing and Urban Development														S						
Department of Interior									S		S									
Department of Justice													S							
Department of the Interior																				
Department of Transportation	S																			
Environmental Protection Agency										S										
General Services Administration							S													
Small Business Administration														S						

4

Concept of Operations

4.1 General

Primary roles involved during the initial emergency response will focus on first responders, such as fire districts/departments, police departments, and public works departments; initial response also may include hospitals, local health departments, and fire and hazardous material teams. Typically, as the emergency situation evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergencies, saving and protecting human lives is the top priority.

The basic concept of emergency operations focuses on managing and using all available resources at the local level for effective response to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life and property from the effects of emergency and disaster events. This EOP should be used when the City or local emergency response agencies are reaching or have exceeded their abilities to respond to an emergency or for other non-routine incidents or pre-planned events.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from the County, State, and/or federal government through the City EMO.

4.2 Emergency Management Mission Areas

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an emergency operations plan and, as such, its focus is response and short-term recovery actions. Nevertheless, this EOP impacts and is informed by activities conducted before and after any emergency operations take place and is designed to assist the City in:

- Preventing, avoiding, or stopping a threatened or an actual act of terrorism.
- Protecting citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows the City's interests, aspirations, and way of life to thrive.

4. Concept of Operations

- Mitigating the loss of life and property by lessening the impact of future disasters.
- Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historical, and environmental fabric of the community when affected by a disaster.

A brief description of these five mission areas, as identified in the National Preparedness Goal, is provided below.

4.2.1 Prevention

Prevention-related actions serve to avoid, intervene, or stop an incident from occurring. Such actions are taken to protect lives and property. This involves applying intelligence and other information to a range of efforts, such as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity; and apprehending potential perpetrators and bringing them to justice.

4.2.2 Protection

Protection-related actions reduce the vulnerability of critical infrastructure or key resources. These efforts deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.

Protection-related actions require coordination on the part of federal, State, and local governments; the private sector; and concerned citizens across the country. Protection includes continuity of government and operations planning; awareness elevation and understanding of threats and vulnerabilities to their critical facilities, systems, and functions; identification and promotion of effective sector-specific protection practices and methodologies; and expansion of voluntary security-related information sharing among private entities within the sector, as well as between government and private entities.

4.2.3 Mitigation

Mitigation program goals and project efforts are intended to reduce risks and vulnerabilities.

Mitigation-related activities are the ongoing efforts to maximize safety and security from natural, technological, and human-induced hazards. The goal of

4. Concept of Operations

mitigation efforts is to ensure the safety and security of the City's population, infrastructure protection, and economic stability.

The City's mitigation efforts are aligned with federal program guidelines and include enhancing and maintaining a capacity to implement a comprehensive statewide hazard loss reduction strategy; supporting the development and enhancement of local capability to practice hazard mitigation; increasing public and private sectors' awareness and support of disaster loss education; reducing the City's hazard vulnerability through the application of scientific research and development; and reducing the vulnerabilities of City-owned facilities and infrastructure resulting from assessed hazards.

4.2.4 Response

Response-related actions address the short-term and direct effects of an incident.

Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and mitigation activities designed to limit loss of life, personal injury, property damage, and other unfavorable outcomes.

If required by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations.

4.2.5 Recovery

Recovery-related activities consist of both short-term and long-term efforts.

Short-term recovery operations restore vital services. Examples include electrical power, water, and waste systems; debris removal; and assistance to disaster victims. Disaster relief programs administered by governmental, nonprofit, and charitable organizations aid in restoring the personal, social, and economic wellbeing of private citizens.

Long-term recovery focuses on restoring communities to pre-event or updated conditions. This is accomplished by assisting property owners in repairing or rebuilding homes and businesses and assisting local governments, school districts, and other public nonprofit agencies in restoring or reconstructing damaged infrastructure. State, local, and nongovernmental organizations administer the provisions of federal and State disaster relief funds to provide for restoration and recovery of vital facilities. Post-disaster mitigation programs should be anticipated during the recovery period.

Long-term recovery activities are situation-dependent and may include a range of services. Examples include the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance

4. Concept of Operations

programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

4.3 Incident Levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations will not always fit neatly into these levels, and any incident has the potential to intensify and expand to a higher level. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

4.3.1 Level 1

In a Level 1 incident, the normal organization and procedures of City departments, including police, fire, and public works, that do not require implementation of the City's EMO are maintained.

Notifications: Selected members of the EOC trained City staff should be notified, as requested by the activating official. If needed, specific Command and General Staff are activated at the discretion of the EOC Manager.

4.3.2 Level 2

A Level 2 incident has special or unusual characteristics requiring response by more than one City Department, or is beyond the scope of available local resources, and may require partial implementation of the City's EMO.

The following incidents require automatic Level 2 activation:

- Disruption of service and traffic flow on major transportation routes for more than 4 hours.
- Mass casualty incidents.
- Structural fires that are fourth alarm or greater.
- Moderate to major hazardous materials incidents.
- Any major evacuation expected to last more than 4 hours.
- Flood warning issued by Medford Office of the National Weather Service.

Notifications: The City Administrator, Emergency Manager, and all Department Heads or designees should be notified. Once the above notifications have been made, it is the responsibility of each department representative to make appropriate further notification within their own departments.

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4.3.3 Level 3

A Level 3 incident requires the coordinated response of local, regional, state, and federal resources to save lives and protect the property of a large portion of the population. Such an emergency may require the sheltering or relocation of the affected population. Under such conditions, the City's EMO shall be fully activated.

The following incidents require automatic Level 3 activation:

- Major aircraft accident.
- Earthquake involving obvious structural damage.
- Major civil disorder, acts of war, or terrorism.
- Major severe weather event.

Notifications: The City Administrator, Emergency Manager, all Department Heads or designees, and Mayor and City Councilmembers should be notified. Once the above notifications have been made, it is the responsibility of the responding EOC Manager to determine further staff activation.

The EOC Manager has the authority to involve any or all City personnel in the response to a disaster or other emergency incident. The declaration of a Citywide disaster or emergency nullifies leaves and vacations as deemed necessary by the City Administrator.

Some emergencies require a self-initiating response. In the event of an emergency in which telephone or beeper service is interrupted, the EOC Manager and EOC staff should ensure the safety of their families and then report to the EOC.

4.3.4 NIMS Incident Levels

While the City uses incident levels that are consistent with the County and State EOPs, incident types at the federal level are based on the following five levels of complexity. (Source: U.S. Fire Administration)

4. Concept of Operations

Table 4-1 NIMS Incident Levels	
Type 5	<ul style="list-style-type: none"> ▪ The incident can be handled with one or two single resources with up to six personnel. ▪ Command and General Staff positions (other than the EOC Manager) are not activated. ▪ No written Incident Action Plan (IAP) is required. ▪ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ▪ Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	<ul style="list-style-type: none"> ▪ Command and General Staff functions are activated only if needed. ▪ Several resources are required to mitigate the incident. ▪ The incident is usually limited to one operational period in the control phase. ▪ The agency administrator may have briefings and ensure that the complexity analysis and delegation of authority are updated. ▪ No written IAP is required, but a documented operational briefing will be completed for all incoming resources. ▪ The agency administrator develops operational plans, including objectives and priorities.
Type 3	<ul style="list-style-type: none"> ▪ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ▪ Some or all Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ▪ A Type 3 Incident Management Team or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ▪ The incident may extend into multiple operational periods. ▪ A written IAP may be required for each operational period.

4. Concept of Operations

Table 4-1 NIMS Incident Levels	
Type 2	<ul style="list-style-type: none"> ■ The incident extends beyond the capabilities for local control and is expected to extend into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the Operations, Command, and General Staffing. ■ Most or all of the Command and General Staff positions are filled. ■ A written IAP is required for each operational period. ■ Many of the functional units are needed and staffed. ■ Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). ■ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	<ul style="list-style-type: none"> ■ A Type 1 incident is the most complex, requiring national resources to safely and effectively manage and operate. ■ All Command and General Staff positions are activated. ■ Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. ■ Branches need to be established. ■ The agency administrator will hold briefings and ensure that the complexity analysis and delegation of authority are updated. ■ Use of resource advisors at the incident base is recommended. ■ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

4.4 Response Priorities

4.4.1 Response

Response activities are undertaken immediately after an incident, and a transition into recovery activities will take place as soon as conditions permit. Both response and recovery activities can take place concurrently until the life safety and protective actions are completed.

1. **Lifesaving:** Efforts to save lives and implement operations to minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to critical infrastructure and key resources, and minimize property damage.

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3. **Environment:** Efforts to mitigate long-term impacts to the environment

4.4.2 Recovery

It is the responsibility of government to assist the public and private sectors with recovery from disaster. A widespread disaster will likely impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues. Recovery is one of the four phases of emergency management. This EOP is not a recovery plan; that document is developed separately. However, response and recovery activities often take place concurrently until life safety and protective actions are completed. Recovery operations are the actions taken to protect lives and property while helping impacted areas of the City meet basic needs and resume self-sufficiency, returning to a “new normal” for the community.

1. **Damage Assessment:** Determine structure impacts to the City.
2. **Debris Removal:** Coordination of debris collection and removal.
3. **Infrastructure Restoration:** Facilitate restoration of critical infrastructure.

Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and power, as well as garbage and debris removal. These functions must recover early in the incident to support the life, health, and safety of the population and to support response missions.

4.5 Incident Management

4.5.1 Activation

When an emergency situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, the Emergency Manager will implement all or part of this EOP. In addition, the Emergency Manager may partially or fully activate and staff the City EOC based on an emergency’s type, size, severity, and anticipated duration. An emergency declaration is not required to implement the EOP or activate the EOC. The Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander. Concurrently, all involved City emergency services will implement their respective plans, procedures, and processes and will provide the Emergency Manager with the following information:

- Operational status.
- Readiness and availability of essential resources.

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- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.).
- Significant concerns and issues dealing with potential or actual loss of life or property.

4.5.2 Initial Actions

Upon implementation of all or part of this EOP, the on-scene Incident Commander (or designee) will immediately take the following actions:

- Alert threatened populations and initiate evacuation as necessary. *See FA 1 – Emergency Services Annex for more details.*
- Initiate emergency sheltering procedures with the Red Cross and other community partners if evacuation procedures are activated. *See FA 2 – Human Services Annex for more details.*
- Instruct appropriate City emergency service providers to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies.
- Request the City Council to prepare and submit a formal declaration of emergency through County Emergency Management when it is determined that local resources will not meet the needs of local emergency operations.
- Prepare to staff the City EOC as appropriate for the incident with maximum 12-hour shifts.
- City personnel and support staff will be deployed to restore normal activity and provide essential community services as soon as possible following the emergency. *See FA 4 – Recovery Strategy Annex for additional information regarding community recovery procedures.*

4.5.3 Communications, Notification and Warning

Warnings, emergency information, or disaster reports may be received by any of the departments in the City. In all cases, such information will be relayed to ECSO 9-1-1 and the Emergency Manager. Decisions to respond, implement the disaster plan, and activate the EOC will be made by the Emergency Manager.

Traditional communication lines, such as landline and cellular telephones, faxes, pagers, internet/e-mail, and radio, will be used by City response personnel throughout the duration of response activities. *See FA 1 – Emergency Services for more details.*

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A public warning and broadcast system has been established for the City to provide emergency information and instructions during a pending or actual emergency incident or disaster. The Emergency Manager shall provide the public with educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster. FA 1 – Emergency Services provides detailed information regarding how these systems are accessed, managed, and operated throughout an emergency’s duration. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners can be activated and coordinated through the City EOC.

Plain language will be used during a multi-jurisdictional emergency response occurring in the City and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables Area Commanders, State and local EOC personnel, federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of an incident’s size, scope, or complexity. The ability of responders from different jurisdictions and disciplines to work together depends greatly on their ability to communicate with each other.

4.5.3.1 Interoperability

To the greatest extent possible, the City will maintain the ability of emergency management/response personnel to communicate within and across agencies and jurisdictions via voice, data, or video in real time, when needed, and when authorized. It is essential that these communications systems be capable of interoperability, as successful emergency management and incident response operations require the continuous flow of critical information among jurisdictions, disciplines, organizations, and agencies.

Interoperability planning requires accounting for emergency management and incident response contingencies and challenges. Interoperability plans should include considerations of governance, SOPs, technology, training and exercises, and usage within the context of the stress and chaos of a major response effort.

Coordinated decision making among agencies and jurisdictions is necessary to establish proper and coherent governance and is critical to achieving interoperability. Agreements and SOPs should clearly articulate the processes, procedures, and protocols necessary to achieve interoperability.

4.5.4 Situational Awareness and Intelligence Gathering

4.5.4.1 Situational Awareness

Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and

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to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence- and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

Considerations that may increase the complexity of an event and heighten the need for good situational awareness include:

- Impacts to life, property, and the economy.
- Community and responder safety.
- Potential hazardous materials.
- Weather and other environmental influences.
- Likelihood of cascading events or incidents.
- Potential crime scene (including terrorism).
- Political sensitivity, external influences, and media relations.
- Area involved and jurisdictional boundaries.

4.5.4.2 Intelligence Gathering

While the Planning Section handles the operational and situational intelligence described above, the Intelligence/Investigations function gathers and reports information related to criminal and terrorist activities. Information handled under this function may lead to the detection, prevention, apprehension, and prosecution of criminal activities (or those involved), including terrorist incidents. It may also help determine the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Gathering timely and accurate outside intelligence and establishing procedures for analyzing that data and distributing it to the right parties are both critical to responding to an incident effectively. The City may choose to identify an intelligence position in its command structure. This position may be included as part of an expanded Command Staff, or it may fall to the Planning Section Chief or designee.

4.5.4.3 Coordination with State Fusion Center

The State of Oregon maintains a fusion center to provide intelligence support as it relates to terrorism and terrorist activity. The Oregon Terrorism Information Threat Assessment Network (TITAN) Fusion Center (OTFC) and Portland Urban

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Area TITAN Fusion Center's mission is to protect the citizens of Oregon from terrorism and terrorist activity by providing an "all crimes, all threat, and all hazard" information clearinghouse for federal, State, local, and tribal law enforcement agencies. The center's goals are to identify, prevent, detect, disrupt, and assist in investigating terrorism-related crimes by providing an efficient, timely, and secure mechanism to exchange critical information among law enforcement agencies at all levels, State executive leadership, government agencies, and the City's public and private-sector partners. The OTFC supports these goals by:

- Providing pre- and post-terrorism event investigatory support, with analysis and dissemination of the conclusions.
- Maintaining the State of Oregon Terrorism Suspicious Activity Report intake log.
- Providing real time intelligence/information support, previously coordinated, to OEM and other appropriate emergency management agencies during an emergency event or operation.
- Providing updated intelligence related to all crimes or terrorism-related activities to local, State, and federal law enforcement agencies as requested or required.
- Providing liaison support and information sharing in support of emergency operations by disseminating emergency information through the TITAN.
- Providing an OTFC staff member to be collocated within the State ECC in the event of an emergency.
- Providing terrorism-related alerts, bulletins, and assessments to public and private-sector companies and organizations as requested or required.

4.5.5 Resource Management

The City Emergency Management Staff has the authority under emergency conditions to establish priorities for the assignment and use of all City resources. The City will commit all its resources, if necessary, to protect life and property.

The EOC Manager has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the EOC Manager has the final allocation authority. The Logistics and Planning Sections have primary responsibility for coordinating the resource management effort.

Under emergency conditions, members of the Emergency Management staff will allocate resources according to the following guidelines:

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- Deploy resources according to the following priorities:
 1. Protection of life.
 2. Protection of responding resources.
 3. Protection of public facilities.
 4. Protection of private property.
- Distribute resources in a manner that provides the most benefit for the amount of local resources expended.
- Coordinate citizen appeals for assistance through the PIO at the EOC. Local media will be used to provide citizens with information about where to make these requests.
- Escalate the activation of other available resources by activating mutual aid agreements with other jurisdictions.
- Should the emergency be of such magnitude that all local resources are committed or expended, request assistance from the County for County, State, and federal resources.
- Activation of County, State, and/or federal resources will be accomplished in a timely manner through an emergency declaration and request for assistance from the County.

Emergency Management staff has the primary responsibility for coordinating the resource management effort.

4.5.5.1 Volunteer and Donations Management

At this time, the City does not have a formal volunteer and donations management program in place. Should one be developed in the future, the program will work to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents.

The City Emergency Manager will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the City EOC, with support from the Red Cross, Salvation Army, and other volunteer organizations. These activities are intended to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow NIMS/ICS standards. Elements of the City's volunteer and donations management program may include:

- Activation of a Volunteer and Donations Management coordinator within the City's emergency management organization to address volunteer and donations management, including coordination with

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neighboring jurisdictions and the State's donation management system.

- Implementation of a system for tracking and utilizing volunteers and donations (including cash contributions).
- Coordination with County, State, and local volunteer agencies and Volunteer Organizations Active in Disaster groups,
- Establishment of facilities such as a warehouse and volunteer reception center.
- Methods and sites for collection, sorting, managing, and distributing in-kind contributions, including methods for disposing of or refusing goods that are not acceptable.
- Communications support such as coordination of a call center and public information.
- Procedures to verify and/or vet voluntary organizations and/or organizations operating relief funds.

The City may coordinate with the County to provide volunteer and donations management support.

4.5.5.2 Resource Typing

The City may choose to implement NIMS resource typing to better address resource and supply needs during an emergency. Resource typing is a method for standardizing nomenclature, used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

4.5.5.3 Credentialing of Personnel

The City should maintain a program for credentialing response personnel that provides documentation identifying such personnel and authenticates and verifies their qualifications by ensuring that they possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

The City's credentialing program may include the following elements:

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- Conduct identity enrollment of personnel in accordance with approved standards.
- Identify type and quality of personnel in accordance with published NIMS job titles. For those not covered by NIMS, develop typing for positions based on essential functions of a position, levels of training, experience levels, required licensure and certifications, and physical and medical fitness required for the position.
- Certify personnel based on completion of identity vetting and meeting qualifications for the positions to be filled.
- Card personnel after completing certification of identity, qualifications, and typing.
- Provide authorization for deployment of credentialed personnel through order numbers, travel authorizations, etc.
- Ensure that personnel are credentialed only while they maintain employment and qualifications.

4.5.6 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

See FA 2 – Human Services for additional information on Access and Functional Needs Populations, including children and programs the City currently has in place.

4.5.7 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by the affected population. The City will coordinate with local animal owners, veterinarians, and animal advocacy groups to address animal-related issues that arise during an emergency.

4.5.8 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with short- and long-term recovery operations.

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The City Administrator, with advice from the EOC Manager, will determine when a state of emergency no longer exists and will request restoration of normal City functions from the City Mayor, or designee. Operations can then be terminated.

4.5.9 Transition to Recovery

Recovery comprises steps that the City will take during and after an emergency to restore government function and community services to the levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the City can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase of reassessing the applications, processes, and functions of all annexes of this disaster plan for deficiencies. Resources to restore or upgrade damaged areas may be available if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

See FA 4 – Recovery Strategy for more details.

4.6 Inter-jurisdictional Coordination

4.6.1 Municipalities

The City is responsible for the direction and control of its local resources during emergencies, including requesting additional resources from mutual aid partners. For resources not covered under mutual aid, requests shall be directed to County Emergency Management, including any requests for a State declaration of emergency or presidential disaster declaration.

4.6.2 Mutual Aid

State law (ORS 402.010 and 402.015) authorizes the City to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services.

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the State. This compact streamlines the process by which a local government requests assistance and temporarily acquires resources.

4. Concept of Operations**4.6.3 Special Service Districts**

Special service districts provide services such as fire protection and water delivery systems that are not available from City or County government. Each is governed by an elected Board of Directors and has policies separate from City and County government. They often overlap City and County boundary lines and thus may serve as primary responders to emergencies within their service districts.

4.6.4 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Manager will coordinate response efforts with business and industry. This includes providing assistance, as appropriate, in action taken by industry to meet State emergency preparedness regulations governing businesses, such as utility companies, that provide essential services. Schools, hospitals, nursing/care homes and other institutional facilities are required by federal, State, and local regulations to have disaster plans. The PIO will also work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as the Red Cross, faith-based groups, amateur radio clubs, CERTs, etc.

4.6.5 County Government

The County EMO, as defined in the County EOP, can be activated through County Emergency Management. The County provides direct agency support at the local level and serves as a channel for obtaining resources from outside the County structure, including the assistance provided by State, regional, and federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before the County requests State assistance.

4.6.6 State Government

The State EMO, as defined in the State of Oregon EOP, can be activated through OEM. This department provides a duty officer at all times. The State provides direct agency support to the local level and serves as a channel for obtaining resources from outside the State structure, including the assistance provided by the federal government.

4.6.7 Federal Government

The County shall direct requests for federal disaster assistance to OEM. Federal resources may be requested and provided prior to the formal declaration of a disaster in emergency response situations. A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

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Command and Control

5.1 General

The ultimate responsibility for command and control of City departments and resources lies with the City Council. The City Administrator, acting as the Emergency Manager, will maintain direction and control of City EMO, unless otherwise delegated. City emergency operations, both on-scene and in the City EOC, will be conducted in a manner that is consistent with NIMS, including use of ICS.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Public Works Department, Police Department, and/or Fire District 3), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing such duties as causing emergency measures to be enforced and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander will notify the City Emergency Manager and request activation of the City EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure.

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the City may activate the EOC and assign an EOC Manager to support on-scene operations and coordinate City resources. The request will be submitted to the City Emergency Manager, who will determine whether to activate the City EOC and will assume, or designate, the role of EOC Manager. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the City EOC for resource coordination, communications, and public information support. In a more complex incident, the on-scene Incident Commander may relocate to the City EOC to serve as part of Unified Command, ensuring proper coordination of resources across agencies.

Upon activation of the City EOC, the City Administrator, as delegated, is empowered to assume executive control over all City departments, divisions, and offices of the City during a state of emergency. If appropriate, the on-scene

5. Command and Control

Incident Commander may request that the Mayor or City Administrator declare a state of emergency.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing City services, and then only when a situation threatens to expand beyond the City's response capabilities.

5.4 Emergency Operations Center

The EOC supports incident response activities. The EOC may be activated upon notification of a possible or actual emergency. The EOC tracks, manages, and allocates appropriate resources and personnel. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis. The EOC will serve as a Multi-Agency Coordination Center, if needed.

5.4.1 Emergency Operations Center Activation

During emergency operations and upon activation, the EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the Emergency Manager, who may assume or designate the role of EOC Manager. While the on-scene Incident Commander retains tactical control of the incident, the EOC Manager assumes responsibility for coordinating and prioritizing City resources in support of emergency operations.
- The EOC Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- Emergency operations will be conducted by City departments, augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements. County, State, and federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The on-scene EOC Manager may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- Department heads and organization leaders are responsible for the emergency functions assigned to their activities, as outlined in their respective annexes.
- The EOC, as appropriate, may be required to operate on a 24-hour basis, rotating on 12-hour shifts, or as needed.

5. Command and Control

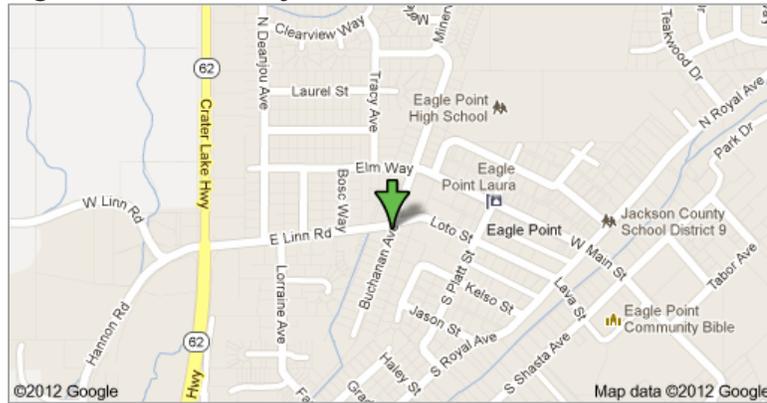
- The Emergency Manager will immediately notify the County Emergency Management office upon activation. Periodic updates will be issued as the situation requires.

5.4.2 Emergency Operations Center Location

The **primary location** for the City EOC is:

City Hall
 17 South Buchanan Avenue, Eagle Point, Oregon

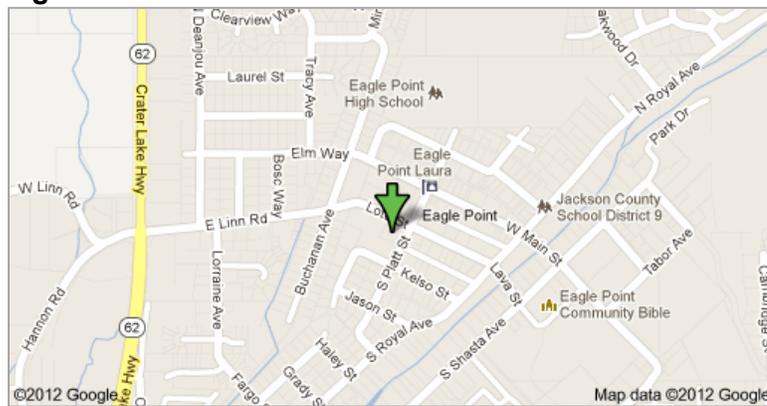
Figure 5-1 Primary EOC Location



If necessary, the **alternate location** for the City EOC is:

Eagle Point Fire Station
 213 Loto Street, Eagle Point, Oregon

Figure 5-2 Alternate EOC Location

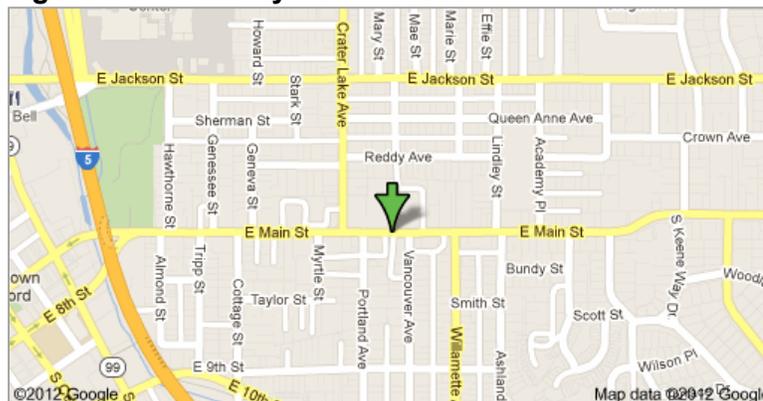


5. Command and Control

The **County EOC** is located at:

Community Justice Building
West Main Facility, Second Floor
1101 W. Main, Medford, Oregon

Figure 5-3 County EOC Location



The location of the EOC can change, as dictated by the nature of the disaster and the resource requirements needed to adequately respond. Coordination and control for City emergency operations will take place from the EOC as long as environmental and incident conditions allow; however, the EOC Manager, or designee, will designate a facility should it be necessary to relocate. The EOC Manager, or designee, may request that County Emergency Management allow the City to utilize County facilities.

5.4.3 Emergency Operations Center Staffing

Depending on the incident type, the City departments will provide staff to the EOC. The City may receive assistance from County Emergency Management to support the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the on-scene Incident Commander may change to meet the needs of the incident. In the event that local staffing resources are not adequate to maintain City EOC operations, the City may request support from the State via the County.

City departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the City, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency and add depth to existing City emergency management and response organizations.

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5.4.4 Access and Security

Since the EOC is an operational center dealing with a large volume of incoming and outgoing, often sensitive, information, access will be limited to designated emergency operations personnel. Others may be allowed access as determined by the EOC Manager, or designee. Appropriate security measures will be in place to identify personnel who are authorized to be present.

5.4.5 Deactivation

Each situation will need to be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the EOC Manager and City Administrator.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the City EOC during the day with limited staffing to facilitate the dissemination of information on disaster relief programs available for the public and local government. This alternative should be weighed against the option of immediately requiring the City Administrator and staff to handle the recovery phase as part of their daily responsibilities, which is the ultimate goal.

The City Administrator has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, this needs to be disseminated to the same agencies that were notified when it was activated.

If necessary, the EOC may be re-opened (see activation procedures in section 5.4.1) and emergency operations re-initiated at any time. Similar to initial activation, re-activation of the EOC would occur at the direction of the Emergency Manager.

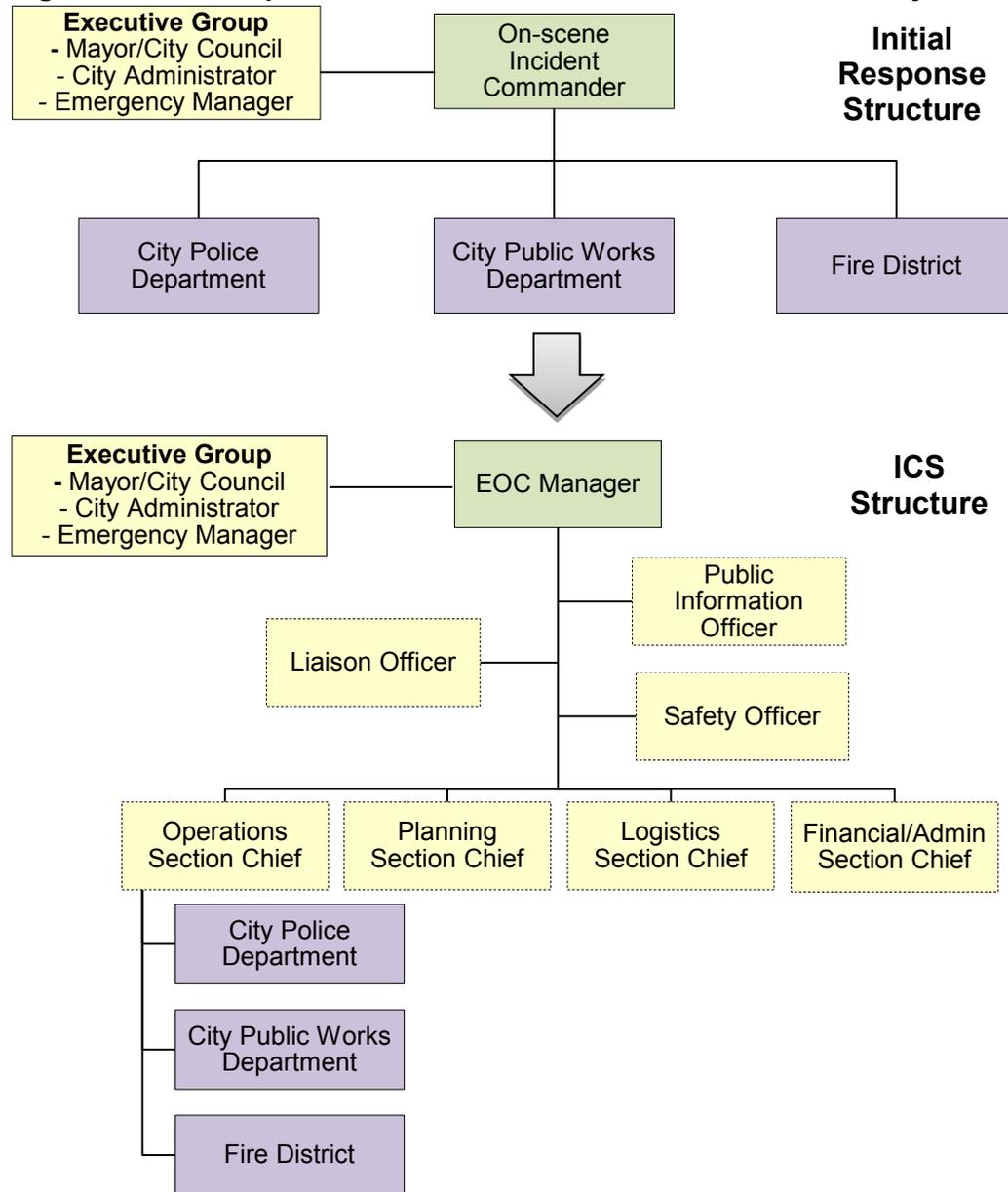
5.5 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. This system consists of practices for managing resources and activities during an emergency response and allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's duration. The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The City has established an EMO, supporting EOC activation and operational

5. Command and Control

procedures, and position checklists compliant with NIMS/ICS. This information is contained within this EOP; however, this document is not an EOC manual. A transitional ICS organizational chart for the City is presented in Figure 5-4.

Figure 5-4 Example of a Scalable Command Structure for the City



5.5.1 Emergency Operations Center Manager

The EOC Manager is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Manager is responsible for:

- Approving and supporting implementation of an IAP.

5. Command and Control

- Coordinating activities supporting the incident or event.
- Approving release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer.
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the EOC Manager may change to meet the needs of the incident.

5.5.2 Emergency Operations Center Command Staff**5.5.2.1 Safety Officer**

The Safety Officer position generally applies to incident scenes and is responsible for:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site control measures.
- Monitoring and assessing the health and safety of response personnel and support staff (may be necessary for EOC as well).
- Preparing and implementing a site Health and Safety Plan and updating the EOC Manager regarding safety issues or concerns, as necessary (may be necessary for EOC as well).
- Exercising emergency authority to prevent or stop unsafe acts (may be necessary for the EOC as well).

5.5.2.2 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies; tribal entities; political officials; and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public.

5. Command and Control

- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a Joint Information Center (JIC).
- Implementing information clearance processes with the EOC Manager.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.5.2.3 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the City and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the Red Cross. Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Manager, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for the City governmental entities, organizations, and County officials and departments to carry out responsibilities assigned at the City EOC or other designated facility where response efforts will be coordinated.

5.5.3 Emergency Operations Center General Staff

5.5.3.1 Operations Section Chief

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies are typically included in the Operations Section:

- Fire - emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- Law Enforcement - incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.

5. Command and Control

- Public Health Officials - contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- Public Works - incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.

Private entities, companies, and nongovernmental organizations may also support the Operations Section. The Operations Chief is responsible for:

- Providing organizational support and directing implementation of unit operational plans and field response activities.
- Developing and coordinating tactical operations to carry out the IAP.
- Managing and coordinating various liaisons representing community response partners and stakeholders.
- Directing IAP tactical implementation.
- Requesting resources needed to support the IAP.

5.5.3.2 Planning Section Chief

The Planning Section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information regarding the incident and providing a status summary.
 - For terrorist incidents, liaise with the OTFC.
- Preparing and disseminating the IAP.
- Conducting planning meetings and developing alternatives for tactical operations.
- Maintaining resource status.

5.5.3.3 Logistics Section Chief

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of incident personnel.

5. Command and Control

- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Estimating future support and resource requirements.
- Assisting with development and preparation of the IAP.

5.5.3.4 Finance/Administration

The Finance/Administration Section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed that can be staffed by a technical specialist in the Planning Section. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.

5.5.4 Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, County, regional, State, and federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command allows the Incident Commander position to be shared among several agencies and organizations that maintain jurisdiction. Unified Command members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, State, and federal response partners, a Unified Command may replace a single organization Incident Commander. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the Incident Commander will directly manage all aspects of the incident organization. Figure 5-5 is an example of a Unified Command organizational chart for the City. It provides operational flexibility to expand or contract staffing, depending on the incident's nature and size.

5.5.5 Area Command

Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control considerations. An Area Command is established either to oversee the management of multiple incidents that are being handled by separate ICS organizations or to oversee the management of a very large incident that involves multiple ICS organizations. It is important to note that an Area

5. Command and Control

Command does not have operational responsibilities. For incidents under its authority, the Area Command:

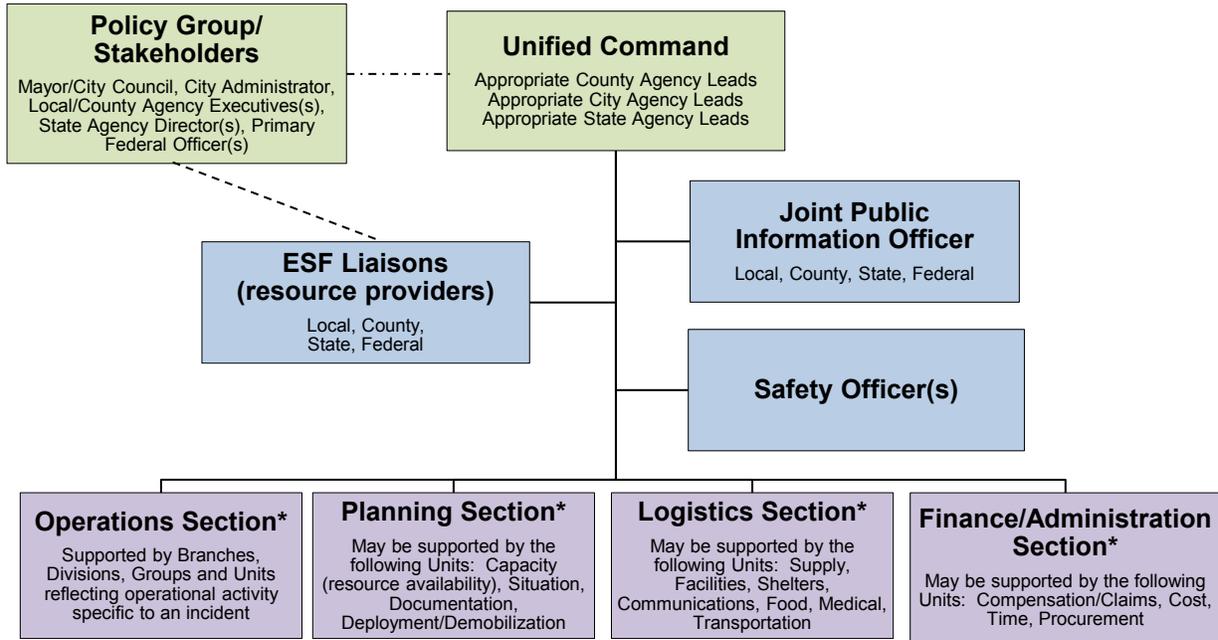
- Sets overall agency incident-related priorities.
- Allocates critical resources according to established priorities.
- Ensures that incidents are managed properly.
- Ensures effective communications.
- Ensures that incident management objectives are met and do not conflict with each other or with agency policies.
- Identifies critical resource needs and reports them to the EOCs.
- Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.
- Provides for personnel accountability and a safe operating environment.

5.5.6 Multi-Agency Coordination

In the event that the City is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together and form MAC Groups. Other names for MAC Groups include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

5. Command and Control

Figure 5-5 Example of Unified Command for the City



*Note: In any type of incident, a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

6

Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

At a minimum, this EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the City of Eagle Point Emergency Manager and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary. The EOP will be re-promulgated when a new senior elected or appointed official takes office or at a minimum of every five years to comply with State requirements.

Recommended changes should be forwarded to:

Henry Lawrence, City Administrator
Emergency Manager
17 Buchanan Avenue South
Eagle Point, OR 97524

6.2 Training Program

The City Emergency Manager coordinates training for City personnel and encourages them to participate in training sessions hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the City. The Emergency Manager maintains records and lists of training received by City personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff. NIMS identifies these positions as follows:

6. Plan Development, Maintenance and Implementation

- EMS personnel.
- Firefighters.
- Law enforcement personnel.
- Public works/utility personnel.
- Skilled support personnel.
- Other emergency management response personnel.
- Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for the City’s emergency personnel.

Emergency Personnel	Training Required
Direct role in emergency management or emergency response	ICS-100 IS-700a
First-line supervisors, mid-level management and command and general staff	ICS-100, -200 IS-700a
Supervisory role in expanding incidents or have a management role in an EOC	ICS-100, -200, -300 IS-700a
Management capacity in an area command situation or EOC	ICS-100, -200, -300, -400 IS-700a, -701a
Public Information Officers	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701
Development of mutual aid Agreements and/or mutual aid operational plans	IS 706
Planning	IS-800b
<i>Additional information about training requirements can be found on the OEM website at http://www.oregon.gov/OMD/OEM/plans_train/docs/nims/nims_who_takes_what.pdf. Independent study courses can be found at http://training.fema.gov/IS/crslst.asp.</i>	

6.3 Exercise Program

The City will conduct exercises throughout the year to test and evaluate this EOP as resources allow. Whenever feasible, the City will coordinate with neighboring jurisdictions and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

6. Plan Development, Maintenance and Implementation

As appropriate, the City will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <http://hseep.dhs.gov>.

The Emergency Manager will work with other City/County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Emergency Manager will conduct a review, or “hot wash,” with exercise participants after each exercise. The Emergency Manager will also coordinate an AAR, which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the City’s readiness. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include suggested future exercise events and programs. Valuable success stories and lessons learned may be submitted to the Lessons Learned Information Sharing website (www.llis.gov). The Emergency Manager will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the City’s EMO.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats, disasters, and what to do when an emergency occurs. The City recognizes that citizen preparedness and education are vital components of the City’s overall readiness; however, at this time the City does not have any active public education programs. Hazard mitigation information and other emergency management services can be found on the County’s website at <http://www.co.jackson.or.us/sectionindex.asp?sectionid=28>

6.6 Funding and Sustainment

It is a priority of the City to fund and maintain an EMO that ensures the City’s ability to respond to and recover from disasters. The Emergency Manager will work with City Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Council is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.

6. Plan Development, Maintenance and Implementation

- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.



Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

DECLARATION OF STATE OF EMERGENCY

To: *Insert name and title,*
Jackson County Emergency Management

From: *Insert name and title,*
City of Eagle Point, Oregon

At *insert military time* on *insert month, day, year,* a/an *insert description of emergency incident or event type* occurred in the City of Eagle Point within the geographic boundaries of *insert geographic boundaries* threatening life and property. The current situation and conditions are:

Deaths: *insert number of deaths* Injuries: *insert number of injuries*
Population at risk: *insert number of population at risk*

The current emergency conditions or threats are: *insert conditions or threats.*

An initial estimate of the damage and impacts is: *insert initial estimate.*

The following assistance is being requested: *insert specific information about the assistance being requested*

Actions that have been taken and resources that have been committed by the City of Eagle Point: *insert the current actions taken and resources that have been committed by the City.*

We do hereby declare that a State of Emergency now exists in the City of Eagle Point and that the City of Eagle Point has expended or will shortly expend its necessary and available resources. We respectfully request that the County provide assistance, consider the City an “Emergency Area” as provided for in ORS 401, and, as appropriate, request support from State agencies and/or the federal government.

Signed: _____

Title: *City Administrator/Designee* Date & Time: *insert date and military time*

Appendix A. Declaration of State of Emergency

This request may be passed to the County via radio, telephone, or fax. The original signed document must be sent to Jackson County Emergency Management, with a copy placed in the final incident package.

Appendix A. Declaration of State of Emergency

RESOLUTION NO. _____

**A RESOLUTION RATIFYING THE DECLARATION OF EMERGENCY
MADE BY THE CITY ADMINISTRATOR AND ASSUMING
ADDITIONAL EMERGENCY POWERS DURING THE EMERGENCY.**

THE CITY OF EAGLE POINT RESOLVES AS FOLLOWS:

SECTION 1. The City Administrator has determined that a state of emergency exists in the City of Eagle Point. We ratify that determination and adopt those statements made by the Administrator in his declaration which is attached to this resolution.

SECTION 2. Additional specific emergency powers delegated to the Administrator or authorized for the duration of the emergency shall be:

The foregoing resolution was READ and DULY ADOPTED at a special meeting of the City Council of the City of Eagle Point on the _____ day of _____, 20____.

City Recorder

SIGNED AND APPROVED this _____ day of _____, 20____.

Mayor of Eagle Point

Appendix A. Declaration of State of Emergency

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B

Incident Command System Forms

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Appendix B. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

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C

Emergency Operations Center Position Checklists

Appendix C. Emergency Operations Center Position Checklists

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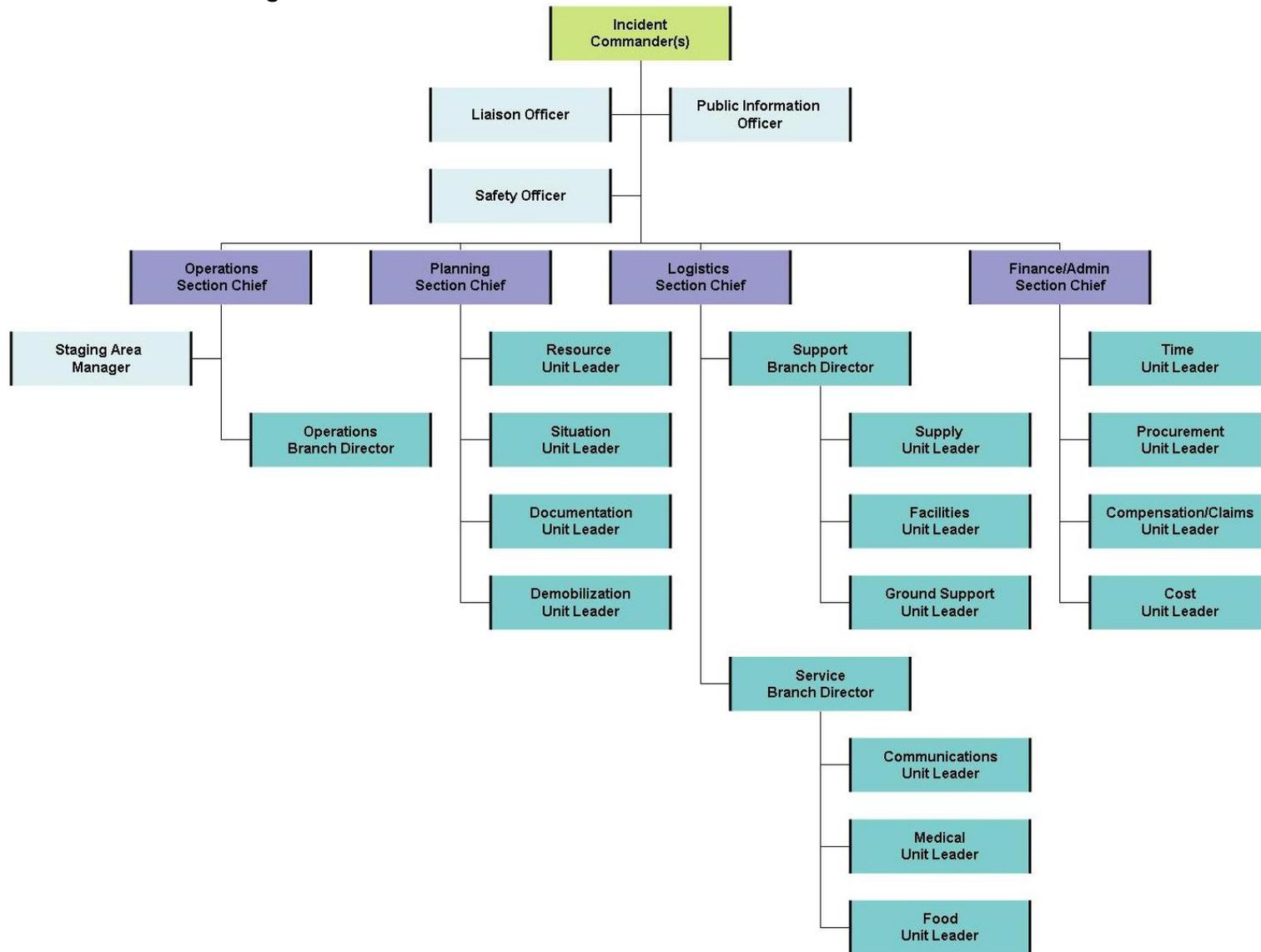
Appendix C. Emergency Operations Center Position Checklists**Index of EOC Position Checklists**

The following checklists are included in this appendix.

1. Communication Unit Leader Checklist
2. Compensation/Claims Unit Leader Checklist
3. Cost Unit Leader Checklist
4. Demobilization Unit Leader Checklist
5. Documentation Unit Leader Checklist
6. Facilities Unit Leader Checklist
7. Finance – Administration Section Chief Checklist
8. Food Unit Leader Checklist
9. Ground Support Unit Leader Checklist
10. Incident Commander Checklist
11. Liaison Officer Checklist
12. Logistics Section Chief Checklist
13. Medical Unit Leader Checklist
14. Operations Branch Director Checklist
15. Operations Section Chief Checklist
16. Planning Section Chief Checklist
17. Procurement Unit Leader Checklist
18. Public Information Officer Checklist
19. Resources Unit Leader Checklist
20. Safety Officer Checklist
21. Service Branch Director Checklist
22. Situation Unit Leader Checklist
23. Staging Area Manager Checklist
24. Supply Unit Leader Checklist
25. Support Branch Director Checklist
26. Time Unit Leader Checklist

Appendix C. Emergency Operations Center Position Checklists

Figure C-1 EOC Position Organizational Chart



D

References

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Appendix D. References

Federal

- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2010.
(http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1998.
(<http://www.fema.gov/plan/prevent/damfailure/fema64.shtm>)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003.
(http://www.dhs.gov/xabout/laws/gc_1214592333605.shtm)
- National Incident Management System, 2008.
(http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)
- National Response Framework, 2008.
(<http://www.fema.gov/emergency/nrf/>)
- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973. (<http://www.fdic.gov/regulations/laws/rules/6500-3600.html>)
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
(<http://www.fema.gov/about/stafact.shtm>)
- The Code of Federal Regulations, Title 44, Part 206.
(<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=58d3c66822cc6df274ab5bb11faa77ff&rgn=div5&view=text&node=44:1.0.1.4.57&idno=44>)

State

- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. 2011.
(http://www.oregon.gov/OSP/SFM/Oregon_Mob_Plan.shtml)
- Office of Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2010.
(http://www.oregon.gov/OMD/OEM/docs/library/decl_guide_Nov_2010.pdf?ga=t)
- Oregon Revised Statutes (ORS) 401.305 through 401.335, 294.455 and 279B.080. (<http://www.leg.state.or.us/ors/>)

County

Copies of the following plans can be accessed through the County Emergency Manager or online, if noted below.

- Animal Disaster Response Manual, 2011
(http://www.co.jackson.or.us/Files/Animal_Disaster_Response_Manual.pdf)
- Emergency Operations Plan, 2010
(<http://www.co.jackson.or.us/Page.asp?NavID=1517>)
- Integrated Fire Plan, 2010
(<http://www.co.jackson.or.us/Page.asp?NavID=3122>)
- Natural Hazard Mitigation Plan, 2012
(<http://www.co.jackson.or.us/Page.asp?NavID=3903>)
- Public Health Authority Comprehensive Plan, 2012
(http://www.co.jackson.or.us/Files/Local_Public_Health_Annual_Plan_2011-2012.pdf)
- Memoranda of Agreement / Understanding

Other

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

E

Acronyms and Glossary

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Appendix E. Acronyms and Glossary

Acronyms

AAR	After Action Report
ADA	Americans with Disabilities Act
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure and Key Resources
City	City of Eagle Point
COOP	Continuity of Operations
County	Jackson County
DSHS	Department of Social and Health Services
EAS	National Emergency Alert System
ECC	Emergency Coordination Center
ECISO	Emergency Communications of Southern Oregon
EMO	Emergency Management Organization
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FA	Functional Annex
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Fire District 3	Jackson County Fire District 3
GPS	global positioning system
HazMat	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD-5	Homeland Security Presidential Directive 5
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System
JIC	Joint Information Center

Appendix E. Acronyms and Glossary

JIS	Joint Information System
MAC Group	Multi-Agency Coordination Group
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NSS	National Shelter System
NTSB	National Transportation Safety Board
ODOT	Oregon Department of Transportation
OEM	Office of Emergency Management
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statutes
OSFM	Oregon State Fire Marshal
OSP	Oregon State Police
OTFC	Oregon TITAN Fusion Center
PDA	Preliminary Damage Assistance
PIO	Public Information Officer
PPD-8	Presidential Policy Directive 8: National Preparedness
Red Cross	American Red Cross
SBA	Small Business Administration
SOP	Standard Operating Procedure
State	State of Oregon
SUV	sport utility vehicle
SWAT	Special Weapons and Tactics
TDD	Telecommunications Device for the Deaf
TITAN	Oregon Terrorism Information Threat Assessment Network
USDA	United States Department of Agriculture
VA	Veterans Administration
VOIP	voice-over internet protocol
WMD	weapon(s) of mass destruction

Appendix E. Acronyms and Glossary

Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Appendix E. Acronyms and Glossary

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Appendix E. Acronyms and Glossary

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

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Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and

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Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

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Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is

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different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

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Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

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Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-

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based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the purpose of the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies

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among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Mission Essential Functions: Government functions that must be performed in order to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

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Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

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Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any

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possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United

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States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by a number of support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

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Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

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Functional Annexes

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Appendix B-4 Evacuation Traffic Policy..... FA 1-43

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FA 1 Tasked Agencies	
Primary Agencies	City Police Department Jackson County Fire District 3 (Fire District 3) Emergency Communications of Southern Oregon (ECSO) Ambulance Provider: Mercy Flights
Supporting Agencies	City Public Works Department Jackson County Emergency Management Jackson County Sheriff’s Office Jackson County Health and Human Services Department Local medical centers

1 Purpose and Scope

This annex outlines the basic City emergency services necessary to respond to a disaster. It outlines the main roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization (EMO), as outlined in the Basic Plan of this EOP, is designed to provide support to local emergency services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

This annex covers the following functions:

- Emergency Communications.
- Firefighting.
- Search and Rescue.
- Hazardous Materials Response.
- Public Safety and Security (Law Enforcement).
- Emergency Public Information.
- Evacuation and Population Protection.

Emergency services information that is specific to a unique hazard (e.g., hazardous materials releases, terrorism, flood response, etc.) can be found in the appropriate Incident Annex.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City:

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- Jackson County Cooperative Policing Plan and Mutual Aid Agreement – Formal agreements among law enforcement agencies to provide back-up law enforcement calls for services, both emergency and non-emergency.
- Fire Service Mutual Aid Agreements – Formal agreements among local fire service agencies within Jackson and Josephine Counties, and with State resources through the State Fire Marshal’s Office and the Oregon State Fire Service Mobilization Plan.
- Response and Transport Agreements - Emergency Medical Services (EMS) response and transport agreements with Mercy Flights Ambulance in accordance with Jackson County’s EMS Standing Orders and the Ambulance Service Area Plan.

3 Situation and Assumptions

3.1 Situation

The City may encounter situations in which many, or all, of its emergency response agencies need to be activated. The primary emergency service agencies are the ECSO, City Police Department, and Fire District 3. If additional response resources are needed, mutual aid is available from neighboring local governments and the County.

3.2 Assumptions

- City emergency services agencies are able to handle routine and small-scale emergencies within their existing capabilities and response plans and procedures.
- A natural or human-caused emergency or disaster may occur at any time requiring response capabilities beyond those normally available to the City.
- Emergency personnel are trained in the Incident Command System (ICS)/National Incident Management System (NIMS).
- Utilization of the City Emergency Operations Plan (EOP) does not require activation of the Emergency Operations Center (EOC). The need to activate the EOC will be determined at the time by the City Emergency Manager or Incident Commander.
- In an emergency, the City may assume a Unified Command approach.
- Due to limited City resources, and depending on the extent of an emergency, the City may not be able to meet the requests for emergency response/recovery assistance from other units of local government in the County during a major emergency.

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- Both the media and the public will expect and demand that information regarding an emergency be provided in a timely manner.
- The local media, particularly radio and television, can perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and National Emergency Alert System (EAS) broadcasts, webpages, and social media sites.
- Most of the public will receive and understand official information related to evacuation.
- Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. However, some individuals may refuse to evacuate. It is also assumed that most evacuees will use private transportation means; however, transportation may have to be provided for some.
- City staff/emergency responders will work to address the concerns of Access and Functional Needs Populations who may have trouble understanding or accessing official emergency information.
- Time constraints, route limitations, and hosting facilities' capacities to accommodate evacuees could significantly stress and deplete local resources.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Emergency Manager (City Administrator)

- Activate the EOC, if necessary.
- Report to the EOC to assume overall responsibility for City government activities.
- Regularly brief the City Administrator and City Council on developments in the situation.
- Designate an alternative EOC location, if necessary.
- Assign a representative of the City to the County EOC, if applicable.
- Coordinate the flow of public information to ensure consistency and appropriateness.

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4.2 Emergency Communications of Southern Oregon (911 Dispatch)

ECSO 9-1-1 is responsible for:

- Maintaining emergency contact lists for agencies and communities served.
- Maintaining primary and backup equipment.
- Notifying Emergency Management and other appropriate agencies of situations affecting the City.

4.3 Jackson County Fire District 3

- Providing a qualified representative to the EOC to fill the role of Fire Branch Director in the Operations Section.
- If necessary, providing for the safety of personnel and their families before they report to their duty stations. Any firefighters who are unable to get to their home departments should report to the closest fire stations and offer to be part of the staffing pool.
- Relocating equipment as necessary.
- Assisting law enforcement in traffic/crowd control as necessary.
- Coordinating activities through the City EOC.

Specific departmental duties and responsibilities are contained in the Fire District 3 response plans and procedures.

4.4 City Police Department

The City Police Department is responsible for:

- Providing a qualified representative to the EOC to fill role of Law Enforcement Branch Director in the Operations Section.
- Providing for the safety of personnel and their families before they report to their duty stations. Any police department employees who are unable to get to their home departments should report to the closest police department and offer to be part of the staffing pool.
- Relocating equipment as necessary.
- Assisting in traffic/crowd control as necessary.
- Assuming primary responsibility for closing and/or rerouting traffic on City streets to assist movement of people, keep people out of danger, and/or keep them from impeding emergency response activities.

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- Coordinating and assisting the County [Roads Department in closing County roads and/or rerouting traffic through the City, if applicable.
- Coordinating and assisting the Oregon Department of Transportation (ODOT) and Oregon State Police (OSP) in closing State highways and/or rerouting traffic through the City, if applicable.

Specific departmental duties and responsibilities are contained in the Police Department response plans and procedures.

4.5 City Public Works Department

The Public Works Department is responsible for:

- Providing a qualified representative to report to the EOC to assume overall responsibility for Public Works activities under the direction of the Operations Chief.
- Providing for the safety of personnel and their families before they report to their duty stations. Any public works employees who are unable to get to their home departments should report to the closest public works department and offer to be part of the staffing pool.
- Relocating equipment as necessary.
- Assisting the Police Department in closing streets and/or rerouting traffic, as applicable.
- Providing damage assessment information to the City EOC, as applicable.
- Following the specific departmental duties and responsibilities contained in the Public Works Department response plans and procedures.

4.6 Other City Departments

- Providing support activities as outlined in the City EOP.

4.7 Other Organizations

- Organizations such as ODOT, OSP, local ambulance service, and local hospitals may assign liaisons as points of contact within the City EOC for coordination and communication.

5 Concept of Operations

5.1 General

The City has established this EOP in accordance with NIMS and designated the City Administrator as the EMO's Emergency Manager. The Emergency Manager is responsible for developing and training an EMO capable of managing the response and recovery of a major emergency in accordance with the provisions of this plan.

Oregon Revised Statutes 401.305 and 401.335 give the City responsibility and authority to direct activities that will allow the City to mitigate, prepare for, respond to, and recover from emergencies or major disasters. The EOP may be implemented at the discretion of the Emergency Manager or Incident Commander.

Day-to-day supervision of the EOP is the responsibility of the Emergency Manager. If the EOC is activated, the EOC Manager (or designee) is responsible for organizing, supervising, and operating the EOC.

Some emergencies may require a self-triggered response. In the event of an emergency in which telephone service is interrupted, members of the Operations and General Staff should ensure the safety of their families and then report to the EOC.

The City Administrator has the authority to involve any or all City personnel in the response to a disaster or other emergency incident. The declaration of an emergency nullifies leaves and vacations as deemed necessary by the Mayor or City Council.

Emergency contact information for the EOC staff is housed in the Emergency Emergency's Office.

5.2 Emergency Communications

The ECSO serves as the formal alert and warning and emergency message distribution point for the City. Emergency messages may be received via radio, telephone, or the Law Enforcement Data System and will be distributed according to departmental procedures. Messages that affect the overall emergency preparedness of the City, such as information about the movement of hazardous materials or weather alerts, will be distributed to the City Police Department and Emergency Manager. It is the responsibility of the Emergency Manager or Incident Commander to determine what further notifications should be made and actions taken in response to the message.

After normal working hours, the ECSO will use the appropriate emergency contact lists to contact responding department representatives. Once contact with the responding department's representative is made, it is the responsibility of that

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representative to determine and activate the appropriate departmental response and further contacts that must be made.

5.2.1 Alert and Warning

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of instructions and upon whether the public perceives the warning entity as credible at the time the warning is issued. In addition, messages must be geographically precise, repeated more than once, and broadcast in more than one medium.

The City's alert and warning system utilizes the local EAS, Citizen Alert Emergency Notification System (reverse 9-1-1), police and fire vehicle public address systems, and door-to-door contact. Police and fire vehicle public address systems and door-to-door contact are used either as a last resort or for highly localized hazards. Other local media (TV, radio, newspaper, etc.) may be utilized as appropriate. These methods may be used separately or in combination to alert and warn the public of an emergency. In addition, special facilities such as schools, hospitals, utilities, and industrial facilities may need notification.

5.2.1.1 General Guidelines

- Upon detection of an emergency condition arising within the City, the Incident Commander will decide whether there is a need for immediate alert, attempt to notify the Emergency Manager, and direct its implementation.
- The City may also receive warning information from the County by telephone, the OSP, Fire Net, and Oregon Military Department, Office of Emergency Management (OEM) through the Law Enforcement Data System. When warning information is received by telephone, the information should be confirmed by a return telephone call.
- If the emergency is localized, City law enforcement may alert residents in the area by telephone, mobile public address systems, and door-to-door contact.
- The City will educate residents about its alert and warning system.
- A log of warnings issued during the incident shall be maintained by the assigned Public Information Officer (PIO).

5.2.1.2 Emergency Alert System

The EAS consists of linked broadcast stations and governmental communication systems to provide emergency alert and warning to the public. All participating television and radio stations rebroadcast the information given to the primary station.

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Detailed instructions for the activation and use of the EAS are outlined in the Jackson County EAS Plan. This plan can be activated by the City Administrator or the Incident Commander. Sample EAS messages can be found in Appendix A-1 of this annex.

5.2.1.3 Other Methods of Alert

Most marked police vehicles and most fire vehicles are equipped with mobile or hand-held public address systems that may be used for alert and warning.

Door-to-door alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter, depending upon the weather and the expected duration of the emergency.

Direction of these assets shall be the responsibility of the Incident Commander through the Law Enforcement Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

See the Jackson County EOP, ESF 2 – Communications for more details.

5.2.2 Emergency Communications Systems

- Adequate communications are vital for effective and efficient warning, response, and recovery operations. Current communications may be degraded by a particular hazard occurrence.
- Equipment is available to provide communications necessary for emergency operations. To the greatest extent possible, landline and cellular telephones, text, pagers, and e-mail will be the primary system for notification of key officials and critical workers.
- Additional communications equipment required for emergency operations will be made available from amateur radio operators, citizens, businesses, and/or other governmental agencies.

5.2.3 Radio Frequencies of the Emergency Operations Center

The following radio frequencies may be used in the EOC to reach the appropriate agency:

- 158.910 Primary – Jackson County Sheriff’s Office
- 155.430 Secondary – Jackson County Sheriff’s Office
- 155.490 Primary – Jo-Jac North
- 154.130 Primary – Fire District 3 (North County Fire)
- 154.680 Primary – Oregon State Police
- 155.805 Primary – Jackson County Search and Rescue

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- 155.160 Secondary – Jackson County Search and Rescue
- 154.980 Primary – Local Government Service (Public Works)
- 155.370 Eagle Point Police Department
- 154.280 State Fire Marshall/Tactical 1
- 155.340 Primary – Emergency Medical Services

5.3 Fire Services

Disaster operations for fire services will be an extension of normal agency and facility duties. Responsibilities include fire control, hazardous material and oil spill response, and radiological protection operations. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks, including providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door to door to warn citizens who cannot be reached by primary warning systems.

A designated representative shall serve as the EOC Fire Protection Branch Director, coordinating the flow of fire and rescue information and processing requests for additional fire and rescue resources, granting them as appropriate.

Fire service personnel are responsible for assessing threat hazards posed by fire, radiological materials, and other hazardous materials. They also recommend to the Incident Commander appropriate protective actions for emergency responders, including requirements for personal protective equipment. In addition, fire service personnel are responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

Fire District 3 is responsible for the timely issuance of fire warnings and information to the public and for notifying appropriate City management. In the event of an evacuation, warning may be delegated to the Police Department as part of the evacuation process. In the event of a natural or technological disaster that could increase the chances of fire, or during periods of extremely hot, dry, and windy weather, additional public information briefings may be conducted.

See the Jackson County EOP, ESF 4 – Firefighting for more details.

5.4 Emergency Medical Services

EMS is a type of emergency service dedicated to providing out-of-hospital acute medical care and/or transport to definitive care, to patients with illnesses and injuries that the patient or the medical practitioner, believes constitutes a medical emergency. Disaster operations for EMS will be an extension of normal agency and facility duties. Coordination between EMS, search and rescue, and fire service providers is necessary to ensure emergency operational readiness. EMS will provide field medical care as needed during emergency situations and coordinate necessary medical transportation. EMS in the City is provided by

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Mercy Flights. While there are no hospitals located within City limits, Jackson County has three hospitals, including Rogue Valley Medical Center, Providence Medical Center, and Ashland Community Hospital.

5.4.1 Mass Casualty Operations

A Mass Casualty Incident is an incident that overwhelms the City's ability to provide emergency medical services to injured victims. This may include limited ambulance resources or hospital capacity.

In the event of a Mass Casualty Incident, local EMS providers and medical facilities will conduct operations to provide immediate resources, minimize the loss of life through prompt medical treatment in the field, and coordinate field medical services and activities with existing medical facilities and other support services and resources.

5.4.2 Mass Fatality Operations

A Mass Fatality Incident is an incident that results in multiple fatalities and overwhelms the City's ability to provide for appropriate body identification, removal, and related services.

In the event of a Mass Fatality Incident, the County Medical Examiner, in coordination with local law enforcement, will be the primary agency and will be responsible for removal and examination of the deceased, notification of next of kin, and determination of the need for investigation and/or autopsy or the release and disposition of remains.

See the Jackson County Ambulance Service Area Plan and the Jackson County EOP, ESF 8 – Public Health and Medical Services for more details.

5.5 Search and Rescue

Search and rescue operations can involve several different scenarios, including:

- Rescuing survivors or recovering bodies from debris following a disaster such as a severe weather event or earthquake.
- Rescuing survivors or recovering the bodies of lost hunters or hikers in remote portions of the area.
- Rescuing survivors or recovering bodies of plane crashes.
- Rescuing survivors or recovering bodies involved in accidents on waterways.

Regardless of the situation, search and rescue operations will likely be a multi-agency event involving responders from a number of local emergency response agencies, local volunteer organizations, and possibly State agencies. Search and rescue for the City will be conducted by the County Sheriff's Office.

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See the Jackson County Search and Rescue Plan and the Jackson County EOP, ESF 9 – Search and Rescue for more details.

5.6 Hazardous Materials Response

Hazardous materials response includes ensuring that actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impacts of incidents. In the first instance, Fire District 3 is the primary agency responsible for hazardous materials operations in the City. However, the Fire District is only trained and equipped to the operations level, and response will be limited to site assessment and basic containment. Additional support through the Oregon State Fire Marshal (OSFM) Regional Hazardous Materials (Hazmat Team) 8 will be requested through the following process.

- The local first responder (fire or police) will arrive on scene and size up the incident. If it is determined that the incident is beyond their level of training and equipment, the Incident Commander will request a team through the Oregon Emergency Response System (OERS) at 1-800-452-0311.
- OERS will notify the OSFM duty officer and other appropriate agencies. NOTE: The Fire Department may contact OSFM directly to request a response. However, even if they contact the team directly, the local responder will still need to contact OERS so that other appropriate notifications can be made. All teams are authorized to respond to incidents meeting State response criteria without authorization from the OSFM duty officer.

When a Regional Hazardous Materials Team arrives on scene, its role is to provide technical resources to the Incident Commander. The local first responder retains Incident Command. If the incident is large enough to require a Unified Command, the team leader becomes a part of that structure. The regional teams are responsible for mitigating and containing the incident. They do not become involved in clean-up operations. Once the situation is stable, the Department of Environmental Quality is responsible for working with the responsible party to ensure that cleanup of the incident is completed appropriately. A full team may not respond in every instance. The system provides for a tiered response, ranging from technical advice over the phone to on-site reconnaissance, to a full team response.

Planning related to hazardous materials is conducted through the area's Local Emergency Planning Committee, which consists of members representing City and County response partners, local industry, and other response partners.

See the Jackson County Hazardous Materials Response Plan and the Jackson County EOP, ESF 10 – Oil and Hazardous Materials for more details.

FA 1. Emergency Services**5.7 Law Enforcement Services**

Disaster operations for law enforcement will be an extension of normal agency and facility duties. Responsibilities include maintenance of law and order, traffic control, and crowd control. The City's primary law enforcement agency is the City's Police Department.

The City Police Chief is responsible for directing the City's law enforcement response to a major emergency and coordinating response activities with the EOC. The Chief, or a designated representative, shall serve as the EOC Law Enforcement Branch Chief, coordinating the flow of law enforcement information, processing requests for additional law enforcement resources, and allocating them, as appropriate.

Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area will be requested through the established command post.

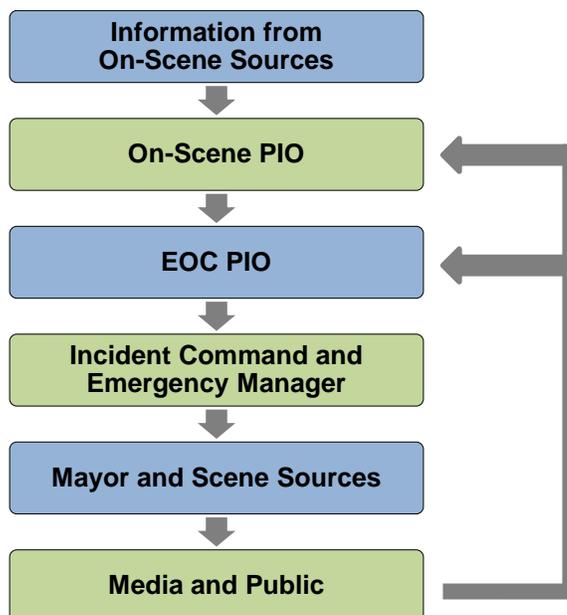
See the Jackson County EOP, ESF 13 – Public Safety and Security for more details.

5.8 Emergency Public Information

The City does not currently have a PIO on staff, but one can be requested through the City Administrator from Jackson County Emergency Management. Until the EOC is opened, the PIO on scene provides information to the media, with the approval of the Incident Commander. Once the EOC is activated, PIO functions are directed from the EOC, with news releases approved by the Incident Commander. In addition to formal news releases from the EOC PIO, the on-scene PIO can continue to provide information regarding response activities.

5.8.1 Information Flow

Incident information flow shall be routed as follows.



Appendix A-2 of this annex contains guidelines for the release of information to the media.

5.8.2 Joint Information System

Providing timely and accurate public information during an emergency of any nature is critical to the overall response efforts. A Joint Information System will be implemented in conjunction with ICS, and a local and/or regional JIC will be established under Unified Command. During a regional or Statewide event, the City will ensure that procedures are coordinated with those implemented by State and regional PIOs.

Depending on the size and nature of an incident, the JIC may be co-located with an existing EOC/command post or could be designated as an independent facility. A lead PIO, representing the lead agency for the response, will be assigned to the incident and will maintain the following responsibilities:

- Coordinate information-sharing among the larger PIO network.
- Develop and distribute materials to the general public and media partners.
- Implement information clearance processes set by the Incident Commander.
- Schedule media briefings in a designated location away from the EOC and other emergency operations.

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5.8.3 Media Briefing Facilities

During an emergency, media briefing areas may be established in the closest available facility that is capable of handling the media briefings.

5.8.4 Media Access to the Scene

A PIO should be assigned to manage media operations at the scene.

- In cooperation with the EOC and the Safety Officer, the Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with consideration for the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
- If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, in which media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media’s need for video footage.
- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.
- Victims and their families should be provided access to public officials without having to face media, as appropriate. A secure area away from the press for victims or witness interviews will be established, when available and appropriate.
- The media may be allowed access to response personnel, at the discretion of the Incident Commander, only if such an interview does not interfere with the response effort.
- Response personnel will not comment on the incident without the consent of the Incident Commander. Inquiries should be directed to the designated PIO, with approval of the Incident Commander and the department of jurisdiction.
- As is true for all unauthorized personnel at the scene of an incident, law enforcement officials have the authority to arrest and remove members of the press or public who are interfering with the safe management of the incident or whose actions represent a threat to the safety of themselves, responders, or the public. Applicable laws include:
 - ORS 162.247 – Interfering with a Police Officer.

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- ORS 163.195 – Recklessly endangering another person.
- ORS 166.025 – Disorderly conduct.
- ORS 162.235 – Obstructing governmental administration

5.8.5 Internal Communications

The City PIO may assign a person to assist in internal communications and rumor control. The PIO should also provide information to those persons and offices who are normally contacted by the public.

5.9 Evacuation and Population Protection

Emergencies or disasters may require the evacuation of people from hazard areas to areas of lower risk. During emergencies such as floods, earthquakes, hazardous materials spills/releases, accidents or threats involving radiological materials, major fire, and others, the Eagle Point Emergency Manager or Incident Commander may determine that the evacuation of all or part of the community is prudent to minimize loss of life.

In the City, formal authority to order an evacuation lies with the City Administrator (or designee). Under emergency conditions, this authority is delegated to the Emergency Manager or Incident Commander. See Appendix B-1 of this annex for a sample evacuation order.

Overall, evacuation operations fall under the direction of the City Police Department. However, if the evacuation area is contaminated by hazardous materials, the evacuation will be conducted by the Fire District 3. See Appendix B of this annex for further details regarding evacuation protocol. Alert and warning functions notify affected persons of impending evacuations.

5.9.1 Identification of Need

Not all emergencies requiring protective action on the part of the public necessitate evacuation. The Emergency Manager and Incident Commander must weigh the risks of leaving the population unprotected against the risks of sheltering in place or evacuating. Before an evacuation can be implemented, the following activities must be performed:

- Identify high-hazard areas, including those that may be impacted if the incident escalates or conditions change.
- Identify potential evacuation routes, their capacities, and their vulnerability to the hazard (see Appendix B-4 of this annex for the City's evacuation traffic policy).
- Alert and warn the public at risk. Include specific information about the risk, the protective actions that need to be taken, and the possible risks of non-compliance.

FA 1. Emergency Services**5.9.2 Determination of Time Needed for Evacuation**

To determine evacuation time requirements, the following factors should be considered:

- Time from response to decision to evacuate.
- Time needed to alert and instruct the public, depending upon the time of day and other factors.
- Time needed to mobilize the population, once warned.
- Time required to evacuate the hazard area.

5.9.3 Sheltering in Place

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary (see Appendix A-1 of this annex for EAS message format).

5.9.4 Access and Functional Needs Populations

- Special populations within the City that may need special assistance during evacuations include schools, residents of nursing homes, and other care facilities.
- The Logistics Section may assist in the procurement of specialized transportation resources such as ambulances, vehicles for transporting the handicapped, and buses.

6 Annex Development and Maintenance

The City Police Department and Fire District 3 are responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing emergency services, the City will incorporate elements of emergency services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support emergency services for the City:

- Jackson County Emergency Operations Plan.
 - ESF 2 – Communications
 - ESF 4 – Firefighting
 - ESF 9 – Search and Rescue
 - ESF 10 – Oil and Hazardous Materials

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- ESF 13 – Public Safety and Security
- ESF 15 – External Affairs
- Jackson County Ambulance Service Area Plan
- State of Oregon Fire Services Mobilization Plan
- Northwest Area Contingency Plan

8 Appendices

- Appendix A Emergency Public Information Templates
 - A-1 Emergency Alert System Templates
 - A-2 Guidelines for Release of Information to the Media
 - A-3 Sample Media Statement Format
- Appendix B Evacuation
 - B-1 Evacuation Protocols
 - B-2 Sample Evacuation Order
 - B-3 Evacuation Checklist
 - B-4 Evacuation Traffic Policy

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Appendix A Emergency Public Information Materials

- A-1 Emergency Alert System Templates
- A-2 Guidelines for Release of Information to the Media
- A-3 Sample Media Statement Format

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Appendix A-1 Emergency Alert System Templates**EVACUATION:**

The City of Eagle Point is managing a(n) _____ emergency. A State of Emergency has been declared. The Incident Command and the Eagle Point City Council are requesting the immediate evacuation of the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south due to _____. Please take medications and personal hygiene supplies with you and evacuate to (a point) _____ by traveling _____. Failure to evacuate may result in life endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the City at _____.

SHELTER IN PLACE:

The Incident Command and the Eagle Point City Council are urging citizens for the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south to take the following protective actions due to _____. Stay indoors with all windows closed. If you must go outdoors for any reason, _____. Failure to follow these instructions may result in damage to _____. Please stay tuned to this station for further details.

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Appendix A-2 Guidelines for Release of Information to the Media

The following guidelines shall be used in evaluating and releasing information concerning the incident:

1. Statements regarding sensitive information will be delegated by the Incident Commander to the City PIO. These statements shall be approved by the Incident Commander.
2. Accurate information will be provided to the media. Facts that can be confirmed should be released within an hour of the event.
3. Emergency information dissemination should be restricted to approved, specific, and verified information concerning the event, and should include:
 - a. Nature and extent of emergency occurrence.
 - b. Impacted or potentially affected areas of the City.
 - c. Advice on emergency safety procedures, location of evacuation shelters, if applicable.
 - d. Activities being conducted by the City to combat the hazardous conditions, or mitigate the effects.
 - e. Procedures for reporting emergency conditions to the EOC.
4. Information concerning the event should be consistent for all members of the media.
5. Information should be presented in an objective manner.
6. Rumor control is vital during emergency situations.
 - a. Sensitive and critical information must be verified and authorized by the Incident Commander before release.
 - b. Inaccurate information published by the media should be corrected.
 - c. Unconfirmed rumors, or information from unauthorized or unnamed sources may be responded to in the following manner:

“We will not confirm that until we have been able to check out the information through authorized sources. Once we have confirmed the information, we will release it to all members of the press at the same time.”
7. Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:

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- a. Personal conjecture about the course of the emergency, or the conduct of the response.
 - b. Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
 - c. Contents of statements used in alibis, admissions, or confessions.
 - d. References to the results of various tests and examinations.
 - e. Statements which might jeopardize the testimony of credible witnesses.
 - f. Demeaning information/statements which have no bearing on the incident.
 - g. Information which might be compromising.
8. In an incident involving fatalities:
- a. Do not release the names of the victims.
 - b. Do not release the cause of death(s) unless authorized by the Medical Examiner's Office.
9. Confidential information is not to be released. Examples are:
- a. Addresses and home phone numbers of City personnel.
 - b. Addresses and home phone numbers of volunteer emergency City workers.
10. The City PIO will allow media access to the EOC only under limited and controlled circumstances, and only with the prior approval of the Incident Commander.
- a. Before being admitted to the EOC, media representatives shall display appropriate identification, and shall be escorted by a member of the PIO staff.
11. Information briefing, releases, interviews, and warning shall be logged, and if possible, tape-recorded. Copies shall become part of the final incident report package.
12. Whenever possible and appropriate, media briefings shall be scheduled in cooperation with media deadlines.
- a. Do not commit to firm briefing times unless it is certain that these times can be kept.
 - b. It may be more efficient to notify the media one half-hour prior to a briefing.
13. Media staging area (Information Center/Media Briefing Facility)

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- a. A media staging area may be established to provide information to the media during large, long-term incidents.
- b. The staging area location can be designated by the Incident Commander.

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Appendix A-3 Sample Media Statement Format

MEDIA RELEASE

Date: _____

Time: _____

Press Release #: _____

TYPE OF INCIDENT: _____

Location: _____

Date: _____ Time: _____

Narrative details about incident: _____

For further information, please contact _____
at _____.

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Appendix B Evacuation

- B-1 Evacuation Protocols
- B-2 Sample Evacuation Order
- B-3 Evacuation Checklist
- B-4 Evacuation Traffic Policy

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Appendix B-1 Evacuation Protocols

1 Evacuation Implementation Responsibilities

1.1 City Administrator

- At the request of the Emergency Manager or Incident Commander, sign the Evacuation Order.

1.2 Police Department

- Direct overall evacuation operations.
- Establish and maintain an outer perimeter.
- Provide traffic and crowd control.
- Rescue persons threatened by armed and dangerous suspects.
- Sign the evacuation request, indicating execution of evacuation.
- Provide security for emergency housing facilities, as requested.
- If necessary, request assistance from Regional Hazmat Team 8 to evacuation evacuations in area contaminated by hazardous materials.

1.3 Public Works Department

- Provide resources such as vehicles and personnel to assist with traffic movement and crowd control.
- Work with the Oregon Highway Division and Jackson County Roads Department to keep routes open and free of debris and to provide highway signs and barricades as needed.

1.4 Fire District 3

- Establish and maintain an outer perimeter for hazardous materials incidents.
- Rescue trapped victims and victims in hazardous atmospheres for which crew has the appropriate training and equipment.
- Assist in the evacuation process as requested.
- Provide fire stations for use as reception points.

FA 1. Emergency Services**1.5 City Attorney**

- Advise Emergency Management Staff on the legal implications of evacuation activities.
- Assist as requested.

1.6 Finance Officer

- Document fiscal resources dedicated to the evacuation process.
- Assist as requested.

2 Evacuation Responsibilities of Assisting Agencies**2.1 Jackson County Sheriff and Oregon State Police**

- Assist Police Department with traffic and crowd control.
- Assist the Police Department with incident security.

2.2 American Red Cross

- The Red Cross will oversee all emergency housing activities, including:
 - Directing Red Cross personnel to meet evacuees at reception areas and assigning evacuees to emergency housing facilities.
 - Providing information to Emergency Management Staff concerning numbers of evacuees being sheltered, etc.

3 Implementation Guidelines**3.1 Emergency Management Staff**

- The Incident Commander, regardless of agency or whether on scene or in the EOC, shall:
 - Determine the need to evacuate an area.
 - Determine the extent of the area to be evacuated.
 - Develop an evacuation plan.
 - Activate the alert and warning system.
 - Direct the implementation of the evacuation plan.
- In the event of a major evacuation in response to an incident under the overall command of a non-law enforcement agency:

FA 1. Emergency Services

- The Incident Commander should designate a Unified Command between that agency and the Police Department to facilitate coordination of evacuation operations.
- The Emergency Management Staff will utilize the alert and warning guidelines to warn the public of the emergency condition and provide the public with evacuation and shelter information.
- The Incident Commander will ensure that an inside and outside perimeter is established and will provide criteria for access to them.
 - Security of the inner perimeter shall be the responsibility of the lead emergency response agency.
 - Security of the outer perimeter will be maintained by the Police Department.
 - The outer perimeter should allow for the potential escalation of the hazard and ensure an ample margin of safety for emergency personnel.
 - The Command Post will be established within the outer perimeter (unless Command is in the EOC). Only personnel meeting Command criteria will be allowed to enter the Command Post.
- The Incident Commander will identify appropriate reception areas for evacuees, and shall assign personnel to provide liaison to those persons in the reception area, and security to the facility.
 - If sheltering is needed, the Red Cross should be notified to begin arranging shelter and transportation.
- As the emergency response progresses and more information becomes available, the PIO will utilize the procedures described in this plan to provide the media and the public with information on:
 - Modes of transportation for evacuees unable to provide their own.
 - The reason for the evacuation.
 - The location of reception or shelters.
 - Possible results of failure to evacuate
- Ensure that an official “evacuation order” is signed by the City Administrator or designee. See Appendix B-1 for a sample Evacuation Order.

FA 1. Emergency Services

- Notify OEM and the County EOC of the evacuation:
- After the emergency event has ended:
 - Emergency Management Staff will allow the early return of persons needed to staff essential services and to open vital businesses as soon as this can be done safely.
 - Emergency Management Staff will direct a general return to the incident area as soon as possible.
 - The PIO will advise the public and the media that the evacuation order has been terminated and the security perimeter lifted.

3.2 Operations Section**3.2.1 Law Enforcement**

- Supervise the personnel necessary to support evacuation, including mutual aid, reserves, and other related assisting personnel.
- Relay strategic considerations and develop tactics for evacuation operations.
- Implement the evacuation plan.
- Establish and maintain control of an outer perimeter, restricting access to those persons properly authorized and protected.
- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Establish and maintain crowd and traffic control.
- Request resources through Logistics Section, if activated.
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Emergency Management Staff of persons who need assistance in leaving their homes.
- Keep Emergency Management Staff, Planning Section, and the PIO apprised of activities.

3.2.2 Fire District 3

- Perform rescue as assigned.
- Assist in evacuation as needed.

FA 1. Emergency Services**3.2.3 Public Works**

- Maintain clear evacuation routes.

3.3 Logistics Section

- Arrange transportation for groups or individuals requiring assistance or special considerations to evacuate, such as the elderly, disabled, residents of nursing homes, etc.
- Advise Emergency Management Staff regarding the activation of appropriate shelter or reception facilities.
- As requested, assist the Red Cross in movement of volunteers to reception areas and shelters.
- Assign a Facilities Unit leader to provide liaison and coordination between the EOC and Red Cross shelters.
- Procure the additional personnel needed to support shelter operations which may include shelter security.
- Provide transportation for essential workers as necessary.

3.4 Planning Section

- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps.
- Provide the above information to the PIO, Operations Section, and assisting agencies, such as mutual aid agencies and the Red Cross.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.
- Track and document the progress of evacuation operations, provide contingency planning.

3.5 Finance Section

- Support other sections as requested.
- Document fiscal resources dedicated to the evacuation effort.
- Provide information on the financial impact of the evacuation to facilitate the planning process.

FA 1. Emergency Services

4 Evacuation Procedures

4.1 General

Citizens should be informed of the need to leave a hazardous area, and the possible consequences of not leaving. In the City, law enforcement officers or other public safety officials have the legal right to impose a mandatory evacuation order on citizens. Citizens who obstruct the evacuation process may be arrested.

Evacuation notification via door to door and mobile public address may be conducted singly, in combination, or in conjunction with the EAS.

4.2 Door-to-Door Evacuation

- If time is available, use a prepared statement that includes:
 - Type of incident, expected duration, and available time to evacuate.
 - Recommended actions to be taken by the public.
 - Implications of not following actions.
 - Evacuation route.
 - Reception/shelter location.
 - Neighborhood staging point for those needing transportation.
- Conducting door-to-door evacuation:
 - Knock, ring bell, etc. Allow at least one minute for response, more at night.
 - If there is no answer, document time and address, then move to next facility.
 - If the door is answered, provide the prepared statement and determine how many persons are in the building. Determine whether they intend to leave, have a place to go, and transportation. If yes to all, document time and address. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Go to the next facility.
 - If they do not intend to leave, ask if they understand the possible dangers if they stay. Document the time, address and number of people remaining. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

FA 1. Emergency Services

- If they intend to leave, but do not have transportation, document the number of people needing assistance, the time and address, and any special transportation requirements (ambulance, handicapped van, etc.) and report this information immediately to your supervisor. Advise citizens who are able to walk to proceed to the designated staging point. NOTE: Do not stop your activities to remove them from the area.
- If they intend to leave, but do not have a place to go, refer them to the shelter or reception point. Document the time and action taken, using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

■ Reporting

- After clearing a portion of your assigned area, report information collected to your supervisor.
- Supervisor should then inform the Incident Commander or Operations Chief, and the Planning Section (if activated).
- Note: Because of the extra time needed to arrange transportation, information on people needing evacuation assistance should be transmitted at the time of collection.

4.3 Evacuation by Mobile Public Address

Mobile public address is more efficient than door-to-door contact, but is able to convey only a limited amount of information. It is most effective used in combination with the Emergency Alert System and door-to-door contact. It may be used to alert and warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

- If time is available, use a prepared statement that includes:
 - Type of incident, expected duration, and available time to evacuate
 - Recommended actions to be taken by the public
 - Implications of not following these actions
 - Evacuation route
 - Neighborhood staging point for those needing transportation
 - Reception/shelter point
 - TV or radio station with more information

FA 1. Emergency Services

- Conducting the alert:
 - Repeat the message continuously while driving through the neighborhoods.
 - Do not stop to give information, etc.
- Reporting:
 - When an assigned area has been covered, note the date and time and report the completion to your supervisor.
 - Supervisor should advise the Incident Commander or the Operations Chief, and the Planning Section, if activated.

FA 1. Emergency Services

Appendix B-2 Sample Evacuation Order

- 1. An emergency condition, as a result of _____, exists in the City of Eagle Point, and the City has declared a State of Emergency.
- 2. The City has determined that there is a need to evacuate portions of the City.
- 3. Such evacuation is needed to ensure the safety of the public.

Therefore:

- a. The City of Eagle Point is requesting the immediate evacuation of:

- b. The City of Eagle Point requests that those needing special assistance call _____ or place a white flag, (towel, rag, paper, etc.) on the front door knob or in the front window. The above number has been established to respond to evacuation assistance requests.
- c. The City of Eagle Point is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am/pm.
- d. Information and instructions from the City of Eagle Point will be transmitted by broadcast radio from KTMT 93.7 FM, 880 AM, and KOBI-TV Channel 5. Public information will also be available from American Red Cross representatives at shelters now being opened to the public for emergency housing.
- e. As resources allow, a reception area or American Red Cross shelter is located at: _____
- f. The City of Eagle Point will advise the public of the lifting of this order when public safety is assured.

Date _____ Signed _____

City Administrator

Date _____ Signed _____

Chief of Police

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FA 1. Emergency Services

Appendix B-3 Evacuation Checklist

✓	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any special facilities and functional needs populations in risk area(s). 	
	2. Determine evacuation routes for risk area(s) and check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements and determine pickup points.	
	5. Determine temporary shelter requirements and select preferred shelter locations.	
	ADVANCE WARNING:	
	6. Provide advance warning to special facilities and advise them to activate evacuation, transportation, and reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.	
	8. Develop traffic control plans and stage traffic control devices at required locations	
	9. Coordinate with special facilities regarding precautionary evacuation. Identify and alert functional needs populations.	
	10. Ready temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure that vehicles and drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	EVACUATION:	
	14. Advise neighboring jurisdictions that an evacuation recommendation or order will be issued.	
	15. Disseminate the evacuation recommendation or order to special facilities and functional needs populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	

FA 1. Emergency Services

✓	Action Item	Assigned
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none"> ▪ What should be done to secure buildings being evacuated ▪ What evacuees should take with them ▪ Where evacuees should go and how they should get there ▪ Provisions for functional needs population and those without transportation 	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide situation reports on evacuation to the County.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for and coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none"> ▪ Documenting damage and making expedient repairs ▪ Caution in reactivating utilities and damaged appliances ▪ Cleanup and removal/disposal of debris ▪ Recovery programs 	
	32. Terminate temporary shelter and mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

Appendix B-4 Evacuation Traffic Policy

In the event of an evacuation in the City:

1. All City employees not directly involved in the incident shall be available for traffic control and direction.
2. The City has the authority to close local roads and restrict access to and from all areas of the City.
3. Roads under the jurisdiction of the Oregon Department of Transportation (ODOT) (Oregon Route 62) would be authorized for closure by the ODOT District Manager; in the case of a crime or fire, the authority includes the Oregon State Police.
4. The City Police Department has the authority to remove stalled and parked vehicles that impede the flow of traffic.
5. Traffic flow direction may be altered, reversed, etc. at the direction of the Incident Commander when the situation warrants.
6. Changes in traffic flow will be coordinated with the County Sheriff, Oregon State Police, ODOT, and City Public Works Department.

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FA 2 – Human Services

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FA 2 Tasked Agencies	
Primary Agencies	City Emergency Manager (City Administrator) American Red Cross
Supporting Agencies	Jackson County Fire District 3 (Fire District 3) City Police Department School District County Emergency Management County Health and Human Services Department County Animal Control Local Volunteer and Faith-Based Organizations Southern Oregon Humane Society

1 Purpose and Scope

This annex provides information regarding the City’s response to the needs for mass care/sheltering, human services, and public health support for victims of natural and technological emergencies and disasters. It outlines basic roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization (EMO), as outlined in the Basic Plan of this Emergency Operations Plan (EOP), is designed to provide support to local human services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

This annex covers the following functions:

- Mass Care.
- Emergency Assistance.
- Housing.
- Human Services.
- Public Health Services.
- Care of Emergency Response Personnel and Emergency Operations Center (EOC) Staff.

For larger events that may require short- or long-term housing for disaster victims, County Emergency Management coordinates this need with the City Emergency Manager. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

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Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items such as food, water, and ice is managed and coordinated via established sites within the City. Some situations may require coordination and management of volunteer services and donated goods to maximize benefits without hindering response activities.

Emergency response agencies for the City will also identify and coordinate assistance for Access and Functional Needs Populations (also called Special Needs and Vulnerable Populations) within the impacted area. Access and Functional Needs Populations describes members of the community who experience physical, mental, or medical care needs who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City:

- Although a formal agreement has not been developed between the American Red Cross (Red Cross) and the City, human services will be primarily implemented by the Red Cross when activated by County request. The Red Cross provides for shelter and mass care provisions if requested by the County.

3 Situation and Assumptions

3.1 Situation

Emergencies or disasters can necessitate evacuation of people from residences that are temporarily uninhabitable, damaged, or destroyed. Providing for these victims will consist of making facilities and services available and coordinating activities with government agencies and volunteer disaster assistance organizations. Emergency shelter or housing needs may be short or long term. When such needs arise, it is the responsibility of the City to work with the various human service agencies to meet them.

3.2 Assumptions

- Although City government has primary responsibility for implementing and coordinating the resources and services included in this annex, the Red Cross will manage and coordinate sheltering and mass care operations to the extent of its capability. The Salvation Army will support these operations, and other professional and/or

FA 2. Human Services

volunteer organizations (e.g., faith-based organizations) that normally respond to emergency/disaster situations will continue to do so.

- The Red Cross will have agreements in place for use of specific shelters that could be activated by calling the local Red Cross representative. These shelters may be used for specific events associated with the City and County, as well as housing evacuees from neighboring counties if the need arises.
- Permission to use Red Cross–approved facilities for disaster operations and sheltering will be obtained and agreed upon in writing. Pre-identified facilities intended for shelter and mass care will be available and operational at the time of need.
- City government and other available response agencies will manage and coordinate all shelter and mass care activities until the Red Cross has arrived on scene, assessed the situation, and activated procedures for preparing and operating shelters.
- Assistance will be available through mutual aid agreements with the County, other counties, other regions, and State and federal emergency agencies and organizations.
- Unique demands will be placed on the delivery of human services, including crisis counseling, emergency assistance, and the care of access and functional needs groups. As a consequence, the clientele groups of both local and State human service organizations will increase.
- Under localized emergency conditions, a high percentage of evacuees will seek lodging with friends or relatives rather than go to established facilities.
- If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Emergency Manager (City Administrator)

The Emergency Manager may be responsible for the following actions in support of an emergency:

FA 2. Human Services

- Coordinating emergency preparedness planning and exercise activities with the Red Cross.
- Identifying local government's authority, responsibility, and role in providing long-term temporary emergency housing for disaster victims.
- Assessing the situation and issuing appropriate notifications to activate and staff the EOC, including notification of the Red Cross, if it is determined that a representative is needed to coordinate emergency food and shelter.
- Establishing a communications link with affected jurisdictions, volunteer agencies, and the public and ensure that they are kept informed of available shelters.
- Assisting in coordinating logistics to support operations and ensure that the provisions of any memorandum of understanding (MOU) are implemented, as necessary.
- Coordinating with local, State, and federal agencies in damage assessment and cost recovery activities, as well as identifying long-term temporary emergency housing options.
- Ensuring that necessary communication activities are conducted to inform the public of disaster recovery activities, including information regarding long-term temporary emergency housing assistance.
- Continuing to assist in restoration of normal services and operations, as appropriate.
- Conducting an after action debriefing/evaluation regarding the overall effectiveness of the City's efforts in providing emergency food and shelter.

4.2 American Red Cross

It is not the intent of the City to supplant the Red Cross as the primary provider and coordinator of emergency housing, sheltering, and feeding services; however, the City is not relieved of its obligation to ensure the welfare of its citizens in times of emergencies, as outlined in Chapter 401 of the Oregon Revised Statutes.

The Red Cross may be responsible for the following actions in support of an emergency:

- Developing and maintaining plans, procedures, and policies for establishing, managing, and operating a feeding and sheltering system to meet the needs created by a major disaster.

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- Develop and maintain MOUs with local governments to define and clarify roles and responsibilities in preparing for and responding to disasters.
- Participate in the annual training exercises conducted by the City EMO to test the EOP, as requested.
- Implement the response actions outlined in the MOU with the City, as necessary.
- Evaluate the direct or indirect effects of the hazard on available shelter resources.
- Provide specific resource requirements, including feeding support, clothing and bedding supplies, emergency registration of people, and trained shelter management volunteers.
- Coordinate activities with voluntary organizations active in disaster; faith-based organizations; other social service agencies; and local, State, and federal government to provide emergency food and shelter.
- Assist the City in determining post-emergency needs for long-term emergency temporary housing, as requested.
- Prepare a report on the condition of shelter facilities and make arrangements for returning them to normal use.
- Compile a record of emergency expenditures.
- Critique the provision of shelters for people displaced from their residences and institute reforms, as required.

4.3 Fire District 3

- Provide personnel, supplies, materials, and facilities as available in support of this function.
- Establish a shelter EMS response plan.
- Provide fire and line safety inspections, as appropriate.

4.4 City Police Department

- Assist with shelter security and communications.

5 Concept of Operations**5.1 General**

The City Council has overall responsibility for ensuring the welfare of citizens

FA 2. Human Services

and visitors within the City during an emergency or disaster. In cooperation with available volunteer disaster assistance organizations, the City Emergency Manager will ensure the provision of basic human services. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the greatest extent possible, the City will assist and coordinate the post-disaster housing needs of the homeless. While coordinated City/Red Cross decision-making is desirable, the Red Cross may independently initiate operations. The Salvation Army and other charitable groups (e.g., faith-based organizations) will provide additional support for disaster victims.

In the case of unmet needs, the Emergency Manager will issue requests for County assistance via the EOC to County Emergency Management. Some emergencies will not entail mass care assistance but will still require a limited amount of emergency food and clothing.

Initial preparedness efforts will begin with identification of population groups requiring special assistance during an emergency (e.g., senior citizens and the handicapped). Needs should be matched to capabilities and resources, and any gaps should be addressed through planning, training, and exercises. When an incident occurs that require evacuation, preparations will begin for receiving evacuees at selected facilities. Essential personnel, including volunteers, will be alerted; pre-positioned material resources (cots, blankets, food, etc.) will be made ready; and medical facilities will be alerted to the possibility of receiving evacuee patients. Participating agencies will provide food and clothing as needed, assist with registration of evacuees/victims, and provide information to assist victims needing additional services. Once the incident transitions to the recovery phase, the human needs of victims should be continually assessed and met as necessary via one or more Disaster Recovery Centers.

5.2 Mass Care

Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites. The Red Cross will assist in registering evacuees and, as applicable, will coordinate information with appropriate government agencies regarding evacuees housed in Red Cross shelters.

5.2.1 Shelter

Protective shelters are life-preserving; they are designed to afford protection from the direct effects of hazard events and may or may not include the life-supporting features associated with mass care facilities. In contrast, mass care facilities are life-supporting; they provide protection from the elements and basic life-sustaining services when hazard events result in evacuations. The latter category of facilities is the focus of this annex and is designated as Reception and Care facilities in local Red Cross sheltering plans.

The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Public school facilities will

FA 2. Human Services

receive prime consideration for use as emergency mass care facilities; such use will be coordinated with school officials. Selected facilities will be located far enough from the hazard area to preclude the possibility of the threat extending to the mass care facility. Agreements for use of some facilities have been obtained by the Red Cross. The City Administrator will obtain permission from owners to use other facilities as required. When Red Cross facilities are opened, the Red Cross will be responsible for maintaining all functions and staffing according to Red Cross policy. The Red Cross will maintain listings of qualified and trained shelter and lodging facility managers.

Options for temporary shelter available to the City during the first 72 hours of an incident include:

- Predetermined sheltering sites and supplies available through the Red Cross.
- General purpose tents available through the Oregon National Guard and requested by the County EOC from the Oregon Military Department, Office of Emergency Management.
- If a Presidential Declaration has been made, temporary buildings or offices requested through the Federal Coordinating Officer.

A designated member of the City EOC staff may serve as the City Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, the Red Cross, the Salvation Army, other State-supported agencies, volunteer agencies, and mutual-aid agreements with various support groups. Law enforcement agencies will provide security at shelter facilities, where possible, and will also support back-up communications, if needed.

Food will be provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Feeding operations are based on nutritional standards and, if possible, should include meeting the dietary requirements of victims with special dietary needs. The Red Cross will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies. The Red Cross will coordinate all mass feeding and other services needed at open shelters within the City's jurisdiction with City Emergency Management via the City EOC.

Shelter/lodging facility managers will be responsible for the operation of their individual facilities. The primary communications link between shelter facilities and the EOC will be landline and cellular telephones. If telephones cannot be used or are overloaded, law enforcement personnel may provide radio assistance. Shelter facility managers should arrange for persons in their facilities to monitor prescribed communication sources for guidance and announcements.

FA 2. Human Services**5.2.2 Sheltering Service and Companion Animals**

The City, the Red Cross, and other organizations or groups providing sheltering and mass care will comply with Americans with Disabilities Act (ADA) requirements for service animals, with the facility owners' limitations, and with County and State of Oregon Health Code requirements.

However, pets are not allowed in Red Cross shelters. Depending on the emergency, evacuees may be requested to provide food and water for pets prior to leaving their homes, or they may take small animals to a pet care facility at their own direction and expense.

5.2.3 Bulk Distribution

Emergency relief items to meet urgent needs are distributed via established sites within the affected area. Distribution of food, water, and ice through federal, State, and local governmental entities and nongovernmental organizations is coordinated at these sites. The Red Cross will coordinate all bulk distribution activities needed within the City's jurisdiction with the City Emergency Manager via the City EOC.

Agencies and organizations involved in supporting and managing bulk distribution include:

- City Administration.
- Red Cross.
- Salvation Army.
- Private sector partners.
- Disaster assistance personnel, paid, and volunteer staff.

5.3 Emergency Assistance**5.3.1 Disaster Welfare Information**

Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunifying family members within the affected area. The Red Cross will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. County Amateur Radio Emergency Services provides support to the Red Cross and City Emergency Management in gathering, disseminating, and managing disaster welfare information.

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5.3.2 Disaster Recovery Center(s)

Upon a Presidential disaster declaration, a Disaster Recovery Center may be established. In addition to numerous grant and assistance programs available through the Disaster Recovery Center, the Individual and Family Grant Program provides grants to meet disaster-related necessary expenses or serious needs for which assistance by other means is either unavailable or inadequate.

Logistics Section personnel may be called upon to arrange a large facility (often a school, church, or community center) to serve as a Disaster Recovery Center. The Federal Emergency Management Agency (FEMA) is responsible for operating Disaster Recovery Centers, which are often located in facilities such as schools, churches, and community centers. A Disaster Recovery Center provides a location where citizens can meet with local, state, federal, and volunteer agency representatives to apply for disaster assistance. Advertising of these facilities will be coordinated by the Public Information Officer (PIO) through the Joint Information Center (JIC), located in the federal/state disaster field office. Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Recovery Center:

- Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- Essential repairs to owner-occupied residences in lieu of temporary housing so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments, technical assistance, and federal grants for the purchase or transportation of livestock.
- Information regarding the availability of and eligibility requirements for food stamps.
- Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
- Legal counseling to low-income families and individuals.
- Tax counseling concerning various disaster-related benefits.
- Consumer counseling and assistance in obtaining insurance benefits.

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- Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
- Social Security assistance for those who are eligible, such as death or disability benefits or monthly payments.
- Veterans' assistance such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration (VA) if a VA-insured home has been damaged.
- Other specific programs and services appropriate to the disaster.

Logistics may also arrange office space, document reproduction services, etc. for state and federal damage assessment teams.

If federal mobile homes are to be supplied for use as emergency shelters, the Logistics Section may assist in site choice and preparation consistent with the City's local comprehensive land use plan.

5.4 Long-Term Housing

All housing needs identified during and following emergency incidents or disasters impacting the City will be coordinated through the County Emergency Manager via the County EOC. In some disaster situations, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends, or in commercial facilities. To the greatest extent possible, local and County government will coordinate post-disaster housing needs for the homeless population.

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5.5.1 Behavioral Health

The City relies on the County Health and Human Services Department for behavioral health services during a disaster. Details regarding the provision of these services are provided in the County EOP.

Additional agencies and organizations involved with providing crisis counseling and mental health support to victims and families, the first responder community, and Access and Functional Needs Populations include:

- Area hospitals.
- County and regional volunteer organizations.
- Local nursing homes and care facilities.

See the Jackson County EOP, ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services for more details.

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5.5.2 Access and Functional Needs Populations

The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and federal regulations and guidance. The City will seek the assistance of the County Health and Human Services Department and other human service agencies or organizations to assist in coordinating the emergency housing, sheltering, and feeding of Access and Functional Needs Populations. The following is a detailed description of the types of support individuals within each functional need category may require:

- **Maintaining Independence.** Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.); durable medical equipment (wheelchairs, walkers, scooters, etc.); service animals; and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.
- **Communication.** Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.
- **Transportation.** Individuals who cannot drive or who do not have vehicles may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., vehicles with lift equipment or oxygen facilities) or information about how and where to access mass transportation during an evacuation.
- **Supervision.** Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). Young children may be unable to identify themselves if separated from their caregivers, and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- **Medical Care.** Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-

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dependent equipment to sustain life. These individuals require the support of trained medical professionals.

5.5.2.1 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the City. In particular, these issues may include:

- **Preparedness.** Program and planning activities that relate to the needs of children. This includes involving members of the community familiar with children's issues.
- **Evacuation.** Identifying where children are located (schools, daycares) and how they will be evacuated.
- **Shelter.** Identifying resources for diapers, formula, and food appropriate for all ages; portable cribs and playpens; and staffing resources needed to supervise unaccompanied children.
- **Public Outreach and Education.** Promoting personal preparedness among families with children as well as at local schools and daycares.

5.5.2.2 Household Pets and Service Animals

Whenever possible, the City will consider issues particular to household pets and service animals. These issues may include:

- **Preparedness.** Program and planning activities that relate to the needs of household pets and service animals. This includes involving members of the community familiar with pet and service animal issues.
- **Shelter.** Identifying resources for food and crates, as well as staffing resources needed to supervise household pets.
- **Public Outreach and Education.** Promoting personal preparedness among families with pets as well as at local pet rescue agencies.

5.5.2.3 Managing, Transportation and Communicating

Agencies and organizations involved in managing, transporting, and communicating with Access and Functional Needs Populations during an emergency and pertaining to mass care include:

- Area hospitals.
- Private clinics and care facilities.
- Red Cross and other volunteer agencies.
- School districts.

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- Local radio stations serving the City.

Nursing homes and residential care facilities are required to have disaster and emergency plans in place that ensure the transfer of clients to appropriate facilities.

5.5.2.4 Programs in Place

The City has the following programs in place for Access and Functional Needs Populations:

- Spanish/English outreach programs through the City Police Department, identified language skills of City employees.
- Disabled access to City facilities and Red Cross shelter facilities.
- Routine fire inspections of adult assisted living facilities, rest homes, nursing homes and hospitals.
- Identified transportation assistance for people who experience physical disabilities
- To learn more about FEMA's Office of Disability Integration and Coordination and the Functional Needs Support Services Guidance, visit <http://www.fema.gov/about/odic/>.

5.6 Public Health Services

The County Health and Human Services Department provides public health and welfare services to all citizens within the County. Contact with the Department during a major emergency will be made through County Emergency Management.

Services provided by the County Health and Human Services Department may include:

- Upon request, screening shelter residents and visitors for communicable diseases.
- Establishing and monitoring isolation space.
- Providing staff and supplies for immunizations, as directed by the medical officer.
- Providing advice on sanitation measures for emergency food and water.
- Monitoring garbage and waste disposal.

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The County Health and Human Services Department will request emergency medical, health and welfare services not available in the County from the Oregon Health Authority.

See the Jackson County EOP, ESF 8 – Public Health and Medical Services for more details.

5.7 Care of Response Personnel and Emergency Operations Center Staff

Arrangements for the feeding and sheltering of EOC staff are the responsibility of the Logistics Section. As space allows, EOC staff will sleep and eat at the EOC. Sleeping areas may also be set up in other facilities.

Response personnel will be released to their homes or stations to sleep. If necessary, space may be arranged in a shelter. This shelter should be different than the one used for disaster victims or evacuees.

Families of response personnel may be sheltered together in the event of an extended incident involving a major shelter operation. This will facilitate keeping families informed and help maintain the morale of response personnel.

6 Annex Development and Maintenance

The City Emergency Manager is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing human services, the City will incorporate elements of human services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support human services for the City:

- County Emergency Operations Plan
 - ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services
 - ESF 8 – Public Health and Medical Services
 - ESF 11 – Agriculture and Natural Resources
 - ESF 14 – Long-Term Community Recovery
- Jackson County Public Health Authority Comprehensive Plan
- County Animal Disaster Response Manual

8 Appendices

Appendix A Shelter Materials

- A-1 Shelter Survey Form
- A-2 Sample Shelter Agreement

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Appendix A Shelter Materials

- A-1 Shelter Survey Form
- A-2 Sample Shelter Agreement

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Appendix A-1 Shelter Survey Form

This form is intended to record information needed to make decisions when it becomes necessary to open a shelter.

<p>Directions: Please print all information. Complete one survey for each <u>area</u> within a facility that is to be used as a shelter or, if the entire facility is to be used as a shelter, for each facility. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc. This form is generic to many types of facilities; some of the questions on this form may not apply to every site. In such cases, answer not applicable (N/A).</p>	
General Facility Information	
Facility Information	
Facility Name:	
Name/Description of area in this facility being surveyed for use as a shelter (e.g. Gymnasium):	
Are there other areas in this facility being surveyed? If yes, name them.	
Governing Agency/Owner:	
Street Address:	
Town/City:	Zip Code:
Latitude:	Longitude:
Map Locator Information (map name, page, grid):	
Mailing Address (if different):	
Business Phone Number: () -	Fax Number: () -
E-mail Address (if applicable):	
<p>Primary Contact to Authorize Facility Use: Name: _____ Day Phone: (_____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (_____) _____ - _____ E-mail: _____</p>	<p>Alternate Contact to Authorize Facility Use: Name: _____ Day Phone: (_____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (_____) _____ - _____ E-mail: _____</p>

<p>Primary Contact to Open Facility: Name: _____ Day Phone: (____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (____) _____ - _____ E-mail: _____</p>	<p>Alternate Contact to Open Facility: Name: _____ Day Phone: (____) _____ - _____ After Hours/Emergency Phone: (____) _____ - _____ Mobile Phone: (____) _____ - _____ E-mail: _____</p>
<p>Facility Physical Information ***Attach a sketch or copy of the facility floor plan.***</p>	
<p>Availability for Use/Use Restrictions</p>	
<p>Some facilities are only available during certain times due to other activities. Please indicate the periods that the facility is available.</p>	
<p><input type="checkbox"/> Facility available for use at any time of the year</p>	
<p><input type="checkbox"/> Facility only available for use during the following time periods: From: to From: to</p>	
<p><input type="checkbox"/> Facility is not available for use during the following time periods: From: to From: to</p>	
<p>Is the facility within 5 miles of an evacuation route? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Is the facility within 10 miles of a nuclear or hazardous materials storage or disposal site? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Are there trees, towers, or other potential hazards that could impact the safety of the facility or block access to it after a disaster? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:</p>	
<p>Is smoking allowed in the facility buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No Is smoking allowed on the facility grounds? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Capacity</p>	
<p>Shelter Capacity - How many persons can be accommodated for sleeping? Area available for shelter use: Length: _____ x Width: _____ = Total Area: _____ Record only useable space. For example, if a room is 600 square feet but has furniture or fixtures that occupy half of that space and can't or won't be removed, the useable space is 300 square feet.</p>	
<p>The area listed above <input type="checkbox"/> is <input type="checkbox"/> is not <input type="checkbox"/> is partially disabled accessible.</p>	
<p>Calculation of Shelter Capacity (Total Area ÷ Square feet per person = Capacity) Recommended range of square feet per person by shelter type: Evacuation shelter: 15 to 30 square feet per person General shelter: 40 to 60 square feet per person Access and Functional Needs Shelter: 80 square feet per person</p>	

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Type of Shelter	Total Area	Square Feet/ per person	Capacity *
<input type="checkbox"/> Evacuation			
<input type="checkbox"/> General			
<input type="checkbox"/> Access and Functional Needs			
* Does the actual layout of the area being surveyed decrease the usable space and significantly impact the capacity of the area? If so, explain.			
Seating Capacity - How many persons can be accommodated in fixed (not pull-out) seating areas (bench and flip-up type seating)?			
<input type="checkbox"/> Bench	Measured Linear Feet of Bench _____ ÷ 16 square feet /person = Bench Seating Capacity _____		
<input type="checkbox"/> Chairs	Number of Chairs Counted = _____ = Seating Capacity _____		
<input type="checkbox"/> Not Applicable			
Parking			
Number of on-site parking spaces (do not include on-street parking in this figure):			
Number of handicapped parking spaces:			
Do curb cuts exist in and exiting the parking area that are at minimum 35 inches wide? <input type="checkbox"/> Yes <input type="checkbox"/> No			
When the facility is in normal use (e.g., school in session): <input type="checkbox"/> On-site parking is adequate for shelter residents <input type="checkbox"/> Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ <input type="checkbox"/> There is not adequate on-site or off-site parking available		When the facility is not in normal use (e.g., school not in session): <input type="checkbox"/> On-site parking is adequate for shelter residents <input type="checkbox"/> Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ <input type="checkbox"/> There is not adequate on-site or off-site parking available	
General Facility Construction			
Facility Construction <input type="checkbox"/> Wood Frame <input type="checkbox"/> Prefabricated <input type="checkbox"/> Concrete <input type="checkbox"/> Trailer <input type="checkbox"/> Masonry <input type="checkbox"/> Bungalow <input type="checkbox"/> Metal <input type="checkbox"/> Pod <input type="checkbox"/> Portable Classroom <input type="checkbox"/> Other If "Other," describe:		Number of stories: Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No Where, in relation to shelter area?	Approximate year of construction: Chair Lift: <input type="checkbox"/> Yes <input type="checkbox"/> No Quantity:

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<input type="checkbox"/> Accessible doorways (minimum 35 inches wide)	<input type="checkbox"/> Ramps (minimum 35 inches wide): <input type="checkbox"/> Fixed <input type="checkbox"/> Portable							
<input type="checkbox"/> Automatic doors or appropriate door handles	<input type="checkbox"/> Level Landings							
Open Space: Indicate quantity and size (square feet)								
<input type="checkbox"/> Athletic Field(s):								
<input type="checkbox"/> Fenced Court(s):								
<input type="checkbox"/> Secured Playground Area								
<input type="checkbox"/> Other:								
Fire Safety								
<i>Some facilities that appear to be suitable for sheltering might not meet local fire codes based on building capacity. It is recommended that local codes be examined to determine if the facility meets them.</i>								
Does the facility have inspected fire extinguishers?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have functional fire sprinklers?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have a fire alarm? If yes, choose one: Does the fire alarm directly alert the fire department?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Manual (pull down) <input type="checkbox"/> Automatic <input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have an internal fire hose system?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Does the facility have smoke detectors in/near the shelter area?	<input type="checkbox"/> Yes <input type="checkbox"/> No							
Sanitation Facilities								
Indicate the quantity of only those sanitation facilities that will be accessible to shelter staff and residents near the area being surveyed for use as a shelter. If more than one area within the facility is being surveyed, only describe the sanitation facilities that will be for the exclusive use of the shelter area described in this survey.								
Standards for ADA-compliant, accessible features for people with disabilities:								
<u>Toilets:</u> Bathroom stall (38 inches wide); Grab bars (33–36 inches wide)								
<u>Showers:</u> Shower stall (36 in x 36 in); Grab bars (33–36 inches in height); Shower seat (17–19 inches in height); Fixed shower head (48 inches in height) or Hand-held spray unit with hose accessible for people with disabilities;								
<u>Sinks:</u> Sink (34 inches in height); Towel dispenser (39 inches in height)								
	Urinals	Toilets	Showers	Sinks				
	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant
Men’s								
Women’s								
Unisex								
Total								
Are there any limitations on the availability of these facilities?					<input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, describe limitations (e.g., only during specific time blocks, etc.):								
Are there baby diaper changing tables in any of the restroom facilities?					<input type="checkbox"/> Yes <input type="checkbox"/> No			

Food Preparation Facilities		
<input type="checkbox"/> There are no food preparation or food service capabilities at this facility		
<input type="checkbox"/> Full-Service Kitchen: food is stored, prepared, and served on site. If full-service, number of meals that can be produced: _____		
<input type="checkbox"/> Food is prepared off site by a central kitchen and served on site Central Kitchen Contact: _____ Phone Number: ()		
<input type="checkbox"/> Warming Oven Kitchen		
Appliances/Equipment: Indicate quantity and size (square feet) as appropriate.		
Refrigerators:	Walk-in Refrigerators:	Industrial Refrigerators:
Freezers:	Walk-in Freezers:	Roasters:
Burners:	Griddles:	Warmers:
Ovens:	Convection Ovens:	Microwaves:
Steamers:	Steam Kettles:	Food Processors:
Ice Machines:	Sinks:	Number of Sink Compartments:
Commercial Dishwasher (<i>approved sanitation levels</i>):		Non-commercial Dishwasher:
Location of equipment if in area other than kitchen:		
Dining Facilities		
Dining area on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Location:	
Snack Bar: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, seating capacity:	
Cafeteria: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, seating capacity:	
Other indoor seating: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe; include size and seating capacity:	
Total estimated seating capacity for eating:		
Standards for accessible for people with disabilities		
Tables (28–34 inches in height); Serving Line/Counter (28–34 inches in height); Aisles (minimum 38 inches wide)		
Are there accessible tables? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number:	Are serving line/counters accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are aisles accessible? <input type="checkbox"/> Yes <input type="checkbox"/> No

Additional comments related to food preparation or dining areas:	
Health Service Facilities	
Number of private rooms available:	Access to locked refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total square footage of available space for health care needs:	
Location of health service area:	
Laundry Facilities	
Number of clothes washers:	Number of clothes dryers:
Availability to shelter operator	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are laundry facilities coin operated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Special conditions or restrictions:	
<u>Facility Services Information</u>	
Electricity	
Emergency (generator power) on site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Capacity in kilowatts:
Is facility staff required to operate emergency generator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
This generator powers: <input type="checkbox"/> Facilities throughout the shelter area <input type="checkbox"/> Only emergency lights and other critical circuits in the shelter area <input type="checkbox"/> No generator serves the shelter area	
Estimated run-time without refueling (in hours):	<input type="checkbox"/> Auto start <input type="checkbox"/> Manual start Fuel type:
Emergency fuel serve (fuel reserve) availability: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, quantity (in gallons):
Utility Company/Vendor:	Emergency Phone Number: () -
Generator Fuel Vendor:	Emergency Phone Number: () -
Generator Repair Contact:	Emergency Phone Number: () -
Heating	
Source of heat: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel	
Shelter area is heated: <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Cooling	
Source of cooling: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane	
Shelter area is air conditioned: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Water	
Source of Water: <input type="checkbox"/> Municipal <input type="checkbox"/> Well(s) <input type="checkbox"/> Trapped Water	
If trapped, potable (<i>drinkable</i>) storage capacity in gallons:	Non-potable (<i>undrinkable</i>) storage capacity in gallons:
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
Cooking: *refer to Food Preparation Facilities for additional information on facility cooking capacities.	
Source of Cooking Energy: <input type="checkbox"/> Electric <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane	
Utility/Vendor:	Emergency Phone Number: () -
Repair Company:	Emergency Phone Number: () -
<u>Communications Information</u>	
Radio:	
Is there an NOAA Weather Radio at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located?	
Is there an emergency communications (ham) radio at this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where is it located? Who is trained/authorized to operate it? Name: _____ Contact #: ()	
Telephone/fax machines:	
Telephone Service: <input type="checkbox"/> Traditional Landline <input type="checkbox"/> VOIP (internet line)	

Are there business telephones available to shelter staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list any restrictions:
Are there business telephones available to shelter occupants: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list any restrictions:
Are there accessible telephones (49 inches from floor)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of accessible phones:	Is there Telecommunications Device for the Deaf (TDD) availability? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are there Earpiece telephones (volume adjustable)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are there Fax machines available to shelter staff? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there speaker telephone/conference availability? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total number of fax machine telephone lines:
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Computers:	
Type of internet service connection: <input type="checkbox"/> Dial-up <input type="checkbox"/> High-Speed <input type="checkbox"/> Cable <input type="checkbox"/> Wireless	
Computers available to shelter staff: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is there public access to computers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of computers:	
Location of computers for evacuee use:	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Television:	
Is there a TV available for shelter use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of cable TV drop for shelter area:	
<u>Shelter Management Information</u>	
This section is designed to identify shelter use capabilities of the facility for registration, management, and pet-care.	
Shelter Management	
Location of shelter registration:	Is there a computer network drop in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No

Location of office for shelter management team:	Is there a computer network drop in this area? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone number in this office:	
Shelter supply kit is located:	
Key for kit is located:	
Pet Care Capacity: if applicable	
Pets could be housed: <input type="checkbox"/> On-site in existing facility Capacity: _____ <input type="checkbox"/> On-site using additional resources (Tents/Trailers) Capacity: _____ <input type="checkbox"/> Combination of existing facility and additional resources <input type="checkbox"/> Off-site	
Location of pet intake area:	Location of pet shelter area:
Is the space used for the pet shelter area near chemicals: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of outdoor pet walking area:	
Facility Staff	
Facility personnel required when using facility:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Facility kitchen staff required when using facility kitchen:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Voluntary organizations (<i>such as church or fire auxiliaries</i>) required when using the facility:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitation/Maintenance staff required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will any of the above groups be experienced or trained in shelter management?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shelter Agreement Information	
Does the facility/owner have a current agreement for use as emergency shelter?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Updated:
Additional information about agreement, if applicable:	
Additional Notes (use additional page as needed):	

Survey completed/updated by:		Date:	
<i>Printed name and title of authorized facility personnel:</i>		<i>Signature of authorized personnel:</i>	
<i>Agency/Organization of authorized facility personnel:</i>			
<hr/>			
<i>Printed name and title of shelter surveyor:</i>		<i>Signature of shelter surveyor</i>	
<i>Agency/Organization of surveyor:</i>			
<hr/>			
<p>Shelter Determination:</p> <p><input type="checkbox"/> Facility can be used as general emergency shelter.</p> <p><input type="checkbox"/> Facility can be used as an evacuation shelter.</p> <p><input type="checkbox"/> Facility can be used as a access and functional needs shelter.</p> <p><input type="checkbox"/> Facility can be used as a pet-friendly shelter</p> <p><input type="checkbox"/> Facility will not be used as a shelter.</p> <p>Facility is ADA-compliant: <input type="checkbox"/> Partially <input type="checkbox"/> Fully <input type="checkbox"/> Not ADA Accessible</p> <p>Is this shelter entered in the National Shelter System (NSS)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NSS ID: _____</p>			

Appendix A-2 Sample Shelter Agreement

City of Eagle Point coordinates the provision of mass care services to individuals, families, and communities impacted by a disaster. Certain disaster relief activities are supported by private facility owners who permit their buildings to be used as a temporary shelter for disaster victims and designated community organizations, like the American Red Cross or Salvation Army, who support relief activities. This agreement is between the City of Eagle Point and a facility owner (“Owner”) so that the City can use the facility as an emergency shelter during a disaster that directly or indirectly impacts the City.

Parties and Facility

Owner:

Legal name: _____

Chapter: _____

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:

City of Eagle Point

City Department/Agency: _____

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:

Copies of legal notices must also be sent to: City of Eagle Point Financial Officer

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Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write “See attached facility list” and attach a facility list, including the complete street address of each building that is part of this agreement).

Terms and Conditions

- **Use of Facility:** Upon request, and if feasible, the Owner will permit the City of Eagle Point to use the facility on a temporary basis as an emergency public shelter.
- **Shelter Management:** City of Eagle Point will have primary responsibility for the operation of the shelter and will designate a member of the relief organization personnel as Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the facility by the City of Eagle Point.
- **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the facility before it is turned over to the City of Eagle Point to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the City of Eagle Point should not use while sheltering in the facility. The City of Eagle Point will exercise reasonable care while using the facility as a shelter and will make no modifications to the facility without the express written approval of the Owner.
- **Food Services:** Upon request by the City of Eagle Point, or Shelter Manager, and if such resources exist and are available, the Owner will make the food service resources of the facility, including food, supplies, equipment, and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the facility before it is turned over to the City of Eagle Point.

FA 2. Human Services

- Custodial Services: Upon request by the City of Eagle Point, and if such resources exist and are available, the Owner will make the facility's custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
- Security: In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the shelter.
- Signage and Publicity: The City of Eagle Point may post signs identifying the shelter as a City of Eagle Point emergency shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
- Closing the Shelter: The City of Eagle Point will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the County vacates the facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
- Reimbursement: The City of Eagle Point will reimburse the Owner for the following:
 - *Damage to the facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the City of Eagle Point. Reimbursement for facility damage will be based on replacement at actual cash value. The City of Eagle Point will select from among bids from at least three reputable contractors. The City of Eagle Point is not responsible for storm damage or other damage caused by the disaster.
 - *Reasonable costs associated with custodial and food service personnel* that would not have been incurred but for the City of Eagle Point's use of the facility for sheltering. The City of Eagle Point will reimburse at a per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
 - *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such

FA 2. Human Services

costs would not have been incurred but for the City of Eagle Point’s use of the premises (both parties must initial all utilities to be reimbursed by the City of Eagle Point):

	Owner initials	County initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the County within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel and the dates and hours worked at the shelter.

- **Insurance:** The City of Eagle Point and designated relief organizations that support mass care activities shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The City of Eagle Point shall also carry Workers’ Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers’ Liability.
- **Indemnification:** The City of Eagle Point shall defend, hold harmless, and indemnify the Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the City of Eagle Point during the use of the premises.
- **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

_____	_____
Owner (legal name)	
_____	_____
By (signature)	By (signature)
_____	_____
Name (printed)	Name:
_____	_____
Title	Title :
_____	_____
Date	Date

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FA 3 – Infrastructure Services

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FA 3. Infrastructure Services

FA 3 Tasked Agencies	
Primary Agencies	City Public Works Department
Supporting Agencies	Jackson County Fire District 3 (Fire District 3) City Police Department Jackson County Road Department Oregon Department of Transportation Local Utilities: City of Eagle Point (Water), Pacific Power (Electric), Avista (Gas), CenturyLink (Telephone), Charter Cable (TV, Internet and Phone)

1 Purpose and Scope

This annex provides information regarding the coordination of infrastructure, public works, damage assessment, and engineering services during all phases of emergency management. It outlines basic roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization (EMO), as outlined in the Basic Plan of this Emergency Operations Plan (EOP), is designed to provide support to local infrastructure services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures (SOPs) of local response agencies.

The annex covers the following functions:

- Transportation
- Infrastructure Repair and Restoration
- Energy and Utilities
- Debris Management

See FA 4 for information on Damage Assessment.

2 Policies and Agreements

The following policies and agreements are currently in place to support infrastructure services for the City:

- The City is a member of the Oregon Public Works Emergency Response Cooperative Assistance Agreement. This agreement:
 - Enables public works agencies to support each other during an emergency.

FA 3. Infrastructure Services

- Provides the mechanism for immediate response to the requesting agency when the responding agency determines it can provide the needed resources and expertise.
- Sets up the documentation needed to seek maximum reimbursement possible from appropriate federal agencies.

3 Situation and Assumptions

3.1 Situation

The City has identified critical infrastructure and resources to be protected and prioritized during an emergency event or disaster, to the greatest extent possible. During an emergency situation, the protection of human lives will take precedence during all facets of response, and essential services within the City will be maintained as long as conditions permit.

In addition, a utility failure would impact the availability of essential services such as the water supply, electrical power, natural gas, telephone, and sanitary sewer services. While a failure may result from natural or human-created causes, the severity of the incident must be measured by the duration of the disruption of the service and its impact on life and property.

3.2 Assumptions

- Response operations for the City Public Works Department will include assisting law enforcement and fire services in traffic control and rescue operations and clearing and maintaining critical lifeline routes.
- In a natural hazards event such as flood, windstorm, or earthquake response, the Public Works Department will generally be assigned or assume the lead agency role.

4 Roles and Responsibilities

4.1 General Responsibilities

The activities and responsibilities for each department in support of infrastructure services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1.1 Emergency Manager (City Administrator)

- Regularly brief the Mayor and City Council on situational developments.
- Collect resource requirement information from all City departments and Fire District 3.

FA 3. Infrastructure Services

- Evaluate the situation and determine whether the EOP needs to be implemented.
- Assess developing conditions and evaluate their potential impact.
- Research sources of needed resources.
- Establish and maintain contact with the County; provide updates on developing conditions.
- Consider activating the Emergency Operations Center (EOC).
- Document actions taken and costs incurred.
- Facilitate post-incident analysis.

4.1.2 Public Works Department

Public Works is responsible for:

- Developing and maintaining an emergency notification list of department personnel.
- Opening emergency response routes for rescue and life-saving operations.
- Restoring streets and managing street traffic, including traffic control devices.
- Restoring wastewater (sanitary sewer) and storm water system capacities.
- Restoring and operating sanitary sewer pump stations and pressure mains.
- Interfacing with utility providers to ensure timely restoration of services.
- Removing and disposing of debris from public rights-of-way and City property that was a direct result of a disaster event.
- Maintaining storm water flow.
- Administering existing contracts and developing new ones to restore infrastructure and services.
- Keeping the City's fleet operational and providing emergency fuel supplies and equipment necessary to provide for the public's safety, health, and well-being; this will be given top priority during an emergency.

FA 3. Infrastructure Services

- Keeping the City's emergency generators operational.
- Coordinating with the police to assist in traffic control.
- Developing and maintaining operating procedures for disaster response.
- Establishing contracts and relationships with contractors and vendors who may play key roles in repair and restoration of County infrastructure.
- Requesting assistance through the County, if necessary.
- Documenting incident actions and costs incurred.
- Notifying regulating agency(s), as appropriate.

4.1.3 Fire District 3

Fire District 3 is responsible for:

- Notifying appropriate personnel of the developing situation.
- Assessing the department's minimum resource needs to maintain operations.
- Evaluating potential safety issues and making recommendations to the Safety Officer.
- Providing communication resources and support as needed.
- Providing fire suppression personnel and equipment to support public works response and recovery activities.

4.1.4 City Police Department

The Police Department is responsible for:

- Alerting personnel of developing conditions.
- Assessing the department's minimum resource needs to maintain operations.
- Evaluating potential security and safety issues and making recommendations to the Safety Officer.
- Providing police personnel and equipment to support public works response and recovery activities.
- Providing communication resources and support as needed.

FA 3. Infrastructure Services**4.1.5 Utilities**

- Coordinating response activities with City Public Works Department regarding restoration of services.
- Making repairs and restoring services as soon as possible.
- Supporting the City with equipment, personnel, etc., as appropriate.

5 Concept of Operations**5.1 General**

When the EOP is implemented, all activities and resources in support of infrastructure services will be coordinated by the City EOC staff as identified and managed using the Incident Command System (ICS). The City Public Works Department is the lead agency for infrastructure operations and solid waste (debris) management.

Public Works will focus on restoring vital lifeline systems to the community, with an emphasis on critical roads. Public Works will also place emphasis on supporting law enforcement, fire, and search and rescue services with evacuation and traffic control capabilities. Other operational priorities include:

- Damage assessment (see FA 4).
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Identification and labeling of uninhabitable/unsafe structures.
- Coordination of the closure and repair of transportation infrastructure.
- Repair and restoration of damaged public systems (e.g., water, wastewater, and stormwater systems).
- Coordination with utility restoration operations (power, gas, and telecommunications).
- Prioritization of efforts to restore, repair, and mitigate infrastructure owned by the City and County.

Public Works will use local contractors to supplement its emergency response capabilities, escalating unmet needs through the County EOC and/or mutual aid partners.

5.2 Transportation

- Monitor and report on the status of and damage to the transportation system and infrastructure as a result of an emergency incident.

FA 3. Infrastructure Services

- Identify temporary alternative transportation solutions that can be implemented.
- Coordinate with County and State transportation agencies to implement the restoration and recovery of transportation systems and infrastructure.

See the Jackson County EOP, ESF 1 – Transportation for more details.

5.3 Infrastructure Repair and Restoration

City Public Works actions may include:

- Conducting pre- and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for life-saving and life-sustaining services.
- Coordinating technical assistance, including engineering expertise, construction management, and contracting and real estate services.
- Providing emergency repair of damaged public infrastructure and critical facilities.

See the Jackson County EOP, ESF 3 – Public Works and Engineering for more details.

5.4 Energy and Utilities

Energy- and utility-related actions may include:

- Collecting, evaluating, and sharing information regarding energy/utility system damage and estimations of the impact of outages/failures within affected areas.
- Coordinating restoration of service in impacted areas.
- Ensuring backup power and utility sources for critical facilities.

See the Jackson County EOP, ESF12 – Energy for more details.

5.5 Debris Management

A debris management plan defines the roles, responsibilities, and procedures and provides guidance for development and implementation of all elements involved in managing debris removal operations in the response and recovery phases of a disaster.

FA 3. Infrastructure Services

The County Roads Department will address larger debris management issues for the County. If needed, the City will request the following infrastructure services from County Emergency Management:

- Identification and labeling of uninhabitable/unsafe structures.
- Establishment of priorities and processes for issuing demolition and building permits.
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property.

6 Annex Development and Maintenance

The City Public Works Department is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing infrastructure services, the City will incorporate elements of infrastructure services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support infrastructure services for the City:

- County Emergency Operations Plan
 - ESF 1 – Transportation
 - ESF 3 – Public Works and Engineering
 - ESF 12 – Energy

8 Appendices

- Appendix A – City Resource Inventory List

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Appendix A City Resource Inventory List

Public Works Equipment

- Sul Air compressor and breaker
- Pavement/concrete saw
- Two Case backhoes, one with extendahoe with thumb and clam shell bucket
- Cut off saw
- Chain saws
- John Deere tractor with attachments
- 2005 7-yard dump truck with Monroe snow plow and sander and sand bag filler
- 1984 5-yard dump truck
- 1966 5-yard dump truck
- 2001 Vac-Rodder truck
- 1993 bucket van
- 2005 Elgin Crosswinds street sweeper
- Service truck with crane
- Pickups

Police Department Equipment

- Four fully marked patrol vehicles with GPS
- One unmarked (has emergency lights/equipment) SUV
- One unmarked Crown Victoria vehicle

Personnel

- One Patrol Sergeant – ICS 400
- One Patrol Corporal – ICS 200
- One Police Chief – ICS trained – Type III All Hazards Incident Management Team – PSC

FA 3. Infrastructure Services

- Seven Patrol Officers – ICS trained
- One Records Clerk

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FA 4 – Recovery Strategy

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FA 4. Recovery Strategy

FA 4 Tasked Agencies	
Primary Agencies	Emergency Manager (City Administrator)
Supporting Agencies	County Emergency Management

1 Purpose and Scope

This annex outlines the basic City services and resources necessary to recover from a disaster. It covers the following functions:

- Damage Assessment.
- Public Assistance.
- Individual Assistance.

In addition, this annex outlines the scope of long-term recovery activities as defined in the National Disaster Recovery Framework. The City has not developed a formal Recovery Plan to date, but will take the functional elements of long-term recovery into consideration in its recovery planning, as described in Section 5.3.1 of this annex.

2 Policies and Agreements

The following policies and agreements are currently in place to support recovery for the City:

- None at this time.

3 Situation and Assumptions

The recovery phase of an emergency is the period of time following the response period, when actions are taken to help citizens return to a normal, or safer, life as soon as possible after an emergency.

Recovery is both a short- and long-term process. In the short term, emphasis is placed on restoring vital services to the community and identifying and providing basic needs to the public. Long-term recovery restores the community to its normal state, or better. It is at this point that knowledge gained by the incident is converted to mitigation measures for future hazard risks.

Local, County, and federal government are responsible for assisting the public and private sectors in disaster recovery. A widespread disaster may affect the functionality of business, disrupt employment, interrupt government services, and impact tax revenue. Recovery is a function undertaken during and after an event, along with the response. Expeditious recovery will limit costs, damages, and long-term impacts on the community. The purpose of this Recovery Strategy annex is to provide a strategy for the City to coordinate its recovery efforts with its partners at the State and federal levels.

FA 4. Recovery Strategy

In most cases, recovery begins during an event's response phase, when damage is identified and assessed. Damages are classified as being in the private or public sector. The extent of damages in dollars will determine what, if any, State or federal assistance may be available during the recovery phase. To request this assistance, a local proclamation of emergency must be made and communicated to the Governor. Good record keeping and mitigation planning will support recovery efforts and ensure post-emergency compensation.

In addition to assistance available from governments, private nonprofit organizations support recoveries as well. The American Red Cross (Red Cross) and Salvation Army are examples of those involved in such efforts. The Governor can also request direct assistance from selected federal agencies without a formal presidential declaration.

A comprehensive guide to Community Recovery in the State of Oregon can be found at the following internet site:

http://www.oregon.gov/OMD/OEM/fin_rec/disaster_recover_guide.shtml.

4 Roles and Responsibilities

During recovery, many of the Section Chiefs' responsibilities and activities continue, but sometimes with a change in focus. These responsibilities are described below.

- Activate the disaster assessment team or process. Ensure that damage information is received from private nonprofit organizations.
- Receive and compile disaster information to:
 - Share the information with the appropriate County and municipal agencies.
 - Prioritize response and recovery activities.
 - Determine whether additional resources are needed.
 - Submit forms to County Emergency Management as needed.
- Coordinate with appropriate agencies to address unmet needs.
- Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for State or federal assistance.
- Coordinate the involvement of community response partners regarding the Preliminary Damage Assessment (PDA) and disaster declaration process.
- Assist County, State, and federal agencies with conducting PDAs.

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- Ensure that documentation of disaster-related response and recovery costs is complete.
- Coordinate with local officials to identify and recommend mitigation projects.

4.1 Operations Section

- Coordinate restoration of roads, bridges, essential services, and essential service facilities, and long-term reconstruction.
- Coordinate temporary housing and long-term shelter operations for displaced individuals.
- Coordinate initial damage assessments.

4.2 Planning Section

- Demobilize resources.
- Document emergency activities.
- Create situation status reports.
- Coordinate resource management with the Logistics Section and Incident Commander.
- Create incident-specific maps to assist in damage assessment and recovery efforts.

4.3 Logistics Section

- Make arrangements for Disaster Recovery Center for the Federal Emergency Management Agency (FEMA).
- Document emergency activities.
- Coordinate resource management with the Planning and Finance Sections.

4.4 Finance Section

- Keep records of all costs incurred.
- Document emergency activities.
- Prepare documents for submission to State and federal government.
- Coordinate and document damage assessment.

4.5 Public Information Officer

- Disseminate public information.
- Document all emergency activities.

4.6 City Departments

4.6.1 City Building Department and Planning Department

- Provide a qualified representative to report to the EOC to assume overall responsibility for planning activities.
- Planning Department duties and responsibilities include compiling, analyzing, and coordinating overall planning activities in support of emergency operations.
- Building Official duties and responsibilities involving seismic events require the application of systematic “rapid evaluation” techniques for assessing the condition of key structures. The priority application for structure assessment is as follows:
 - EOC
 - Public Works Staging Area
 - Emergency shelters
 - Other structures as directed by EOC.

4.6.2 Finance Department

- Provide a qualified representative to report to the EOC and assume responsibility for all necessary fiscal activities.
- Track, analyze, approve, and report fiscal activities in support of recovery operations.

4.6.3 Other City Agencies

- Assist with the damage assessment and disaster declaration processes as requested.
- Document disaster-related response and recovery costs.
- Coordinate with local officials to identify and recommend mitigation projects.

5 Concept of Operations

5.1 General

5.1.1 Local Emergency Declaration

When the City is faced with an emergency or disaster condition that requires a coordinated response beyond that which occurs routinely, and the required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements, the Mayor (or designee) may decide to declare a local emergency.

A local emergency declaration provides City officials with the additional authority that may be needed to address emergency conditions; can facilitate large-scale evacuations; and, once the appropriate response is beyond the capability of the County, can set the stage for requesting State assistance.

See the Basic Plan, Chapter 1 for procedures for declaring a state of emergency.

5.1.2 Local Request for State Assistance

If an emergency has occurred wholly within the boundaries of the City, a request for assistance from the State must be submitted to the County for transmittal to the Oregon Military Department, Office of Emergency Management (OEM) for consideration by the Governor. The State has a reasonable expectation that counties will endeavor to assist cities within their jurisdictions before turning to the State and/or federal government for assistance.

Requests for assistance submitted to the County for transmittal to the State must include:

- The type of emergency or disaster.
- The location(s) affected.
- Deaths, injuries, and population still at risk.
- The current emergency conditions or threat.
- An initial estimate of the damage and impacts.
- Actions taken and resources committed by local governments.
- Specific information about the assistance being requested.

5.1.3 County and Federal Recovery Efforts

Community recovery assistance from the County and federal levels comes in the form of activating Emergency Support Function (ESF) 14 – Long-Term Community Recovery. This support function provides a mechanism for coordinating federal support to state, tribal, regional, and local governments;

FA 4. Recovery Strategy

nongovernmental organizations; and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF 14 accomplishes this by identifying and facilitating availability and use of sources of recovery funding and by providing technical assistance for community recovery and recovery planning support. For information regarding County recovery procedures, refer to ESF 14 in the County EOP. For information at the federal level, ESF 14 can be found at <http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf>.

NOTE: Detailed information regarding local and state recovery processes is provided in the State Disaster Recovery Guidebook, Part I – Overview.

5.2 Short-Term Recovery Activities

During the recovery phase of an emergency, the Incident Commander has the final authority to establish priorities for recovery activities and the allocation of resources to support them. Some activities, such as damage assessment, will most likely begin during the response phase of the emergency once the incident is stabilized. Short-term recovery activities may include:

- Damage assessment and posting of unsafe and unusable buildings, roads, or bridges.
- Assessment of victims' needs.
- Removal of disaster debris.
- Removal of human and animal remains.
- Testing of drinking water and, if necessary, establishing new or additional drinking water supplies.
- Emergency repairs of sanitary, sewer, and storm drainage systems.
- Repair of utility lines, e.g., electricity and natural gas.
- Establishment of security in affected areas.

5.2.1 Damage Assessment

Damage assessment is conducted in two phases: initial damage assessment (IDA) and secondary damage assessment. The IDA, a Planning Section responsibility, provides supporting information for the disaster declaration and is the responsibility of the City. The secondary damage assessment is an in-depth analysis of long-term effects and costs of the emergency and is performed with the combined efforts of local, State, and federal agencies and the Red Cross.

- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster

FA 4. Recovery Strategy

and will have great bearing upon the manner in which recovery is conducted in the City.

- Damage assessments may need to be undertaken at different periods during a disaster event: a “windshield” survey may be conducted initially to obtain an overall general impression of the event’s impact as part of preparing to issue the disaster declaration. A more detailed damage assessment will need to be performed to document the need for State and federal aid.
- County, State, and federal assistance will depend upon the adequate and timely documentation of the results of the disaster on the local community.

5.2.1.1 Windshield Surveys

During the initial phase of an event with widespread property damage (such as windstorm, earthquake, etc.), normal communication links may not exist. It will be important to get an account of the damage as soon as possible in order to prioritize resource assignments.

As appropriate after an event, units from appropriate agencies may begin a process called “windshield surveys.” Windshield surveys consist of response agency units driving throughout the City in a systematic manner to survey predetermined high-priority facilities. When damage is discovered, a description of the situation is to be reported. The goal is to get a quick overview of the entire situation and then assign resources to the priority situations.

5.2.1.2 Initial Damage Assessment

During an emergency or disaster, local governments conduct a quick initial assessment of damages and impacts, sometimes as part of a request for State or federal resources to augment local ones. The Emergency Manager coordinates this assessment and usually assigns some IDA responsibilities to other local government departments.

The IDA evaluates the damages and costs related to a disaster, the impact of the disaster on the community, and which State, federal, or volunteer agency programs might be able to provide needed assistance. With respect to federal assistance, a determination during the IDA of the extent of affected homes, businesses, and public facilities assists State officials in determining whether they need to follow up with other damage or impact assessments, including perhaps a PDA for Individual Assistance, Public Assistance, or both.

As soon as it can safely be done during or following the event, local officials should complete the Initial Damage Assessment Summary Report Form and forward it to the County. Counties should forward the completed form to OEM.

Table 1 outlines the City’s priorities for damage assessment.

Table 1 City of Eagle Point Damage Assessment Priorities

Priority #1	Public Safety and Restoration of Vital Services
Emergency Operations	Emergency Operations Center Jackson County Fire District 3 facilities City Police Department facilities
Hazardous Industries	Hazardous occupancy industry Natural gas pipelines Electrical power stations and other like facilities
Utilities & Transportation Infrastructure	Sanitary sewer Storm and water lines Bridges and overpasses
Medical Facilities	Mass care and shelter facilities Medical clinics
Other Vital Public Services	Schools and other public facilities Food suppliers Other major businesses
<i>Note: Each facility should be analyzed on structural integrity, safety, functional capability, and estimated costs to repair or replace.</i>	
Priority #2	Assessment of Damage to Support Emergency or Major State or Emergency Declaration
	Multi-family complexes Single-family residences Other businesses

5.2.1.3 Secondary Damage Assessment

The IDA should provide the basis for secondary assessment activities. Secondary damage assessments most often occur during the recovery phase after initial response activities have taken place. Finance Section personnel should be able to perform the tasks outlined below.

- Identify damaged facilities and lead State and federal damage assessment teams to them.
- Document expenditures in response to events for which a declaration has been requested. The State of Oregon standard for cost estimating is contained in the State Forestry Fire Plan. If the City can document actual costs, these should be used to develop accurate cost estimates.
- In the event that the Finance Section is not staffed, the Finance Officer (or designee) will coordinate this activity.

The City Department of Public Works will provide personnel to lead damage assessment teams. Volunteers may be trained and can be expected to lead damage assessment teams for Priority #2 IDAs. Additional support may be available from the County.

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See the State Disaster Recovery Guidebook, Part I – Overview for more detailed information on damage assessment.

5.2.2 Public Assistance

Requests for Public Assistance for the City will be coordinated with County Emergency Management.

5.2.2.1 Eligible Entities and Projects

Eligible applicants under the Public Assistance Program are units of local government, state agencies, organizations and agencies of native peoples, and private nonprofit organizations that meet certain criteria.

To be eligible for assistance, a project must result from a Presidentially declared emergency or major disaster, must lie within the designated disaster area, must be the responsibility of an eligible applicant, and must not fall within the authority of another federal agency.

5.2.2.2 Request for Public Assistance

Applicants notify FEMA of their intent to apply for public assistance by filing a Request for Public Assistance form. The request form is an applicant's official notification to FEMA of the intent to apply for Public Assistance. The form outlines general information identifying the applicant, including the applicant's name, address, and primary and secondary contacts. If the applicant is unable to submit the request form to OEM at the Applicants' Briefing, the applicant must submit the form within 30 days of the date of designation of the County for Public Assistance. An applicant need not wait until all damage is identified before requesting assistance.

Federal and State personnel will review each request form to ensure applicant eligibility. Once a request form has been submitted, project formulation can begin. Project formulation is the process of documenting the eligible facility, the eligible work, and the eligible cost for damaged projects.

5.2.2.3 Steps to Obtain Disaster Assistance

There are five primary steps to obtaining public disaster assistance:

- A request form is submitted by the applicant.
- A Public Assistance Coordinator is assigned to each applicant.
- The applicant presents a list of damages to the Public Assistance Coordinator at the kickoff meeting. This list serves as the basis for completing Project Worksheets. The applicant then has 60 days from the date of the kickoff meeting to report or identify damages to FEMA.
- The Public Assistance Coordinator and State staff work with the applicant/subgrantee to identify any special considerations, ensure that all damage and emergency work costs are identified, and ensure that the scope-of-work on Project Worksheets is eligible and complete.

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- Upon approval of Project Worksheets, the funds are obligated to OEM, who is the grantee and will disburse Public Assistance funds to the subgrantee. Federal funds for small projects will be disbursed after approval, and federal funds for large projects will be disbursed as work is accomplished.

See the State Disaster Recovery Guidebook, Part IV – Programs Which Assist Public Agencies for more detailed information on public assistance.

5.2.3 Individual Assistance

Individual Assistance programs strive to meet the disaster-related needs of individuals and families while utilizing disaster assistance resources as efficiently as possible. Disaster recovery officials especially strive to avoid duplication of benefits. Efficient use of recovery resources is also aided by providing assistance through a sequence of programs. Those with serious unmet disaster-related needs proceed through each step until all avenues, public and private, have been explored to meet those needs.

5.2.3.1 Insurance

Claims should be made in accordance with appropriate insurance policies in effect for the hazard that caused the disaster. Disaster assistance programs are not a replacement for proper insurance, nor can any disaster assistance program provide cost recovery for those affected by disaster as comprehensive as that provided by insurance policies. Moreover, most natural disasters that affect an individual or family are not widespread enough to result in the implementation of federal disaster assistance programs. Hence, in the vast majority of cases, insurance and voluntary agency assistance are the only avenues for helping families and individuals recover.

5.2.3.2 Voluntary Agency Assistance

Many voluntary agencies provide disaster recovery assistance to individuals and families. Like insurance, voluntary agencies should be viewed as having resources that are utilized prior to governmental disaster assistance programs. In cases for which there is a Presidential declaration of emergency, access to some voluntary agency assistance may be gained at or through Disaster Recovery Centers. Most voluntary agency assistance is intended to meet immediate disaster-related needs such as shelter, food, clothing, health and medical care (including counseling and mental health assistance), essential household furnishings, bedding, transportation, and, sometimes, temporary assistance to rent housing.

See Appendix D, Typical Individual Assistance for additional individual assistance programs.

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5.2.3.3 Disaster Recovery Centers

Local, State, and federal entities will:

- If individual assistance is authorized, establish a local disaster recovery assistance center to assist qualified citizens with filing claims for financial or housing assistance.
- If public assistance is authorized, dispatch assessors to develop, in coordination with local representatives, disaster survey reports for public damage and response costs.
- Provide technical assistance and advice regarding recovery and mitigation activities to both citizens and public agencies, as appropriate.
- Coordinate public information and assistance activities with the EOC Public Information Officer (PIO) and keep local authorities informed of assistance provided to local residents, businesses, and local entities.

Identify and coordinate with State and federal agencies regarding a location for the Disaster Recovery Center.

See the State Disaster Recovery Guidebook, Part II – Programs Which Assist Families and Individuals for more detailed information on individual assessment.

5.3 Long-Term Recovery Activities**5.3.1 National Disaster Recovery Framework**

The National Disaster Recovery Framework is a guide that enables effective recovery support to disaster-impacted states, tribes, territorial and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how best to restore, redevelop, and revitalize the health, social, economic, natural, and environmental fabric of the community and build a more resilient nation.

The National Disaster Recovery Framework is consistent with the principles set forth in the Presidential Policy Directive 8, National Preparedness (PPD-8), which directs FEMA to work with interagency partners to publish a recovery framework. It is the first framework published under the Presidential Policy Directive reflecting the core recovery capabilities by supporting operational plans as an integral element of a National Preparedness System. It is a first step toward the PPD-8 objective to achieve a shared understanding and a common, integrated perspective across all mission areas—Prevention, Protection, Mitigation, Response, and Recovery—in order to achieve unity of effort and make the most effective use of the nation’s limited resources.

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The National Disaster Recovery Framework defines:

- Core recovery principles.
- Roles and responsibilities of recovery coordinators and other stakeholders.
- A coordinating structure that facilitates communication and collaboration among all stakeholders, as well as guidance for pre- and post-disaster recovery planning.
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter, and safer.

The National Disaster Recovery Framework introduces six new Recovery Support Functions that provide a structure to facilitate problem solving, improve access to resources, and foster coordination among state and federal agencies, nongovernmental partners and stakeholders. Each Recovery Support Function has coordinating and primary federal agencies and supporting organizations that operate together with local, state, and Tribal government officials, nongovernmental organizations, and private-sector partners.

The National Disaster Recovery Framework presents three positions that provide focal points for incorporating recovery considerations into the decision-making process and monitoring the need for adjustments in assistance where necessary and feasible throughout the recovery process. These positions are Federal Disaster Recovery Coordinator, State or Tribal Disaster Recovery Coordinator, and Local Disaster Recovery Manager.

5.3.2 Community Planning and Capacity Building

The core recovery capability for community planning is the ability to effectively plan and implement disaster recovery activities, engaging the whole community to achieve their objectives and increase resilience. The goal of recovery planning for the City is to unify and coordinate expertise and assistance programs from across the City and in coordination with the County to aid in restoring and improving the ability of the City to organize, plan, manage, and implement recovery. Recovery planning assists the City in developing a pre- and post-disaster system of support for their communities emphasizing the integration of hazard mitigation throughout planning process. Recovery planning will serve as a forum for helping to integrate the nongovernmental and private-sector resources into City recovery planning processes.

5.3.3 Economic Recovery

The core recovery capability for economic recovery is the ability to return economic and business activities (including agricultural) to a state of health and develop new economic opportunities that result in a sustainable and economically viable community. Economic recovery is a critical and integral part of recovery.

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Disasters damage not only property but also entire markets for goods and services. The speed and effectiveness of returning a community to self-sufficiency and vitality depend upon quickly adapting to changed market conditions, reopening businesses, and/or establishing new businesses. Businesses employ workers, provide for community needs and services, and generate revenue once again, allowing the community, both its members and government, to provide for itself.

5.3.4 Health and Social Services Recovery

The core recovery capability for health and social services is the ability to restore and improve health and social services networks to promote the resilience, health, independence, and well-being of the whole community. The City will participate in locally led recovery efforts to address public health, health care facilities and coalitions, and essential social service needs.

5.3.5 Housing Recovery

The core recovery capability for housing is the ability to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. Like infrastructure and safety services, housing is a critical and often challenging component of disaster recovery. It is critical because local economies cannot recover from devastating disasters without adequate housing, especially affordable housing. It is challenging because many years' worth of housing repair, rehabilitation, reconstruction, and new construction often need to occur at an accelerated pace as a result of a disaster. These conditions create design, construction, labor, materials, logistics, inspection, and financing issues.

5.3.6 Infrastructure Systems Recovery

The core recovery capability for infrastructure systems is the ability to efficiently restore the infrastructure systems and services to support a viable, sustainable community and improve resilience to and protection from future hazards. This function promotes a holistic approach to disaster recovery coordination, support, planning, and implementation for infrastructure systems that serve the community.

5.3.7 Natural and Cultural Resources Recovery

The core recovery capability for natural and cultural resources is the ability to protect these resources, including historic properties, through appropriate response and recovery actions to preserve, conserve, rehabilitate, and restore them in a manner consistent with post-disaster community priorities and in compliance with appropriate environmental and cultural resources laws. This function coordinates departments and agencies working together to provide information and assistance to communities seeking to protect and restore natural and cultural resources during recovery.

6 Annex Development and Maintenance

The City Emergency Manager is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing disaster recovery services, the City will incorporate elements of recovery into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support recovery for the City:

- County Emergency Operations Plan
 - ESF 14 – Long-Term Recovery
- State of Oregon Emergency Operations Plan
 - ESF 14 – Long-Term Community Recovery
- State of Oregon Disaster Recovery Guidebook
- National Response Framework
 - ESF 14 – Long-Term Community Recovery
- National Disaster Recovery Framework

8 Appendices

- Appendix A Damage Assessment Materials
 - A-1 Initial Damage Assessment Checklist
 - A-2 Preliminary Damage Assessment Checklist
 - A-3 Initial Damage Assessment Summary Report Form
- Appendix B Public Assistance Materials
- Appendix C Individual Assistance Materials
 - C-1 Disaster Recovery Center Requirements Checklist
 - C-2 FEMA Disaster Recovery Center Requirements Worksheet
- Appendix D Typical Individual Assistance Programs

Appendix A Damage Assessment Materials

- A-1 Initial Damage Assessment Checklist
- A-2 Preliminary Damage Assessment Checklist
- A-3 Initial Damage Assessment Summary Report Form

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Appendix A-1 Initial Damage Assessment Checklist

As its name suggests, an Initial Damage Assessment (IDA) is meant to be an *initial* assessment of the damage and impacts caused by the disaster. Do not spend a great deal of time on details at this stage. The IDA only needs to outline enough damage and impacts to the community to bring in the right programs for a closer assessment.

All those using information obtained from an IDA should be cautioned concerning the limitations of the data and should expect variations between this initial assessment and the actual number of applications received should disaster assistance programs be offered.

General

The following guidelines should be followed when conducting an IDA:

- Examine and note areas of major damage and damage that is likely to be expensive to repair and mitigate.
- Although insured losses should be noted, do not spend a great deal of time trying to collect detailed insurance information during the IDA. Determining the details of insurance in place is time consuming and unnecessary at this stage. If detailed insurance information is needed, it can be collected during a second assessment, such as the joint Preliminary Damage Assessment (PDA).

Note: An exception to this rule is “small disasters,” which require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead a Small Business Administration (SBA) “damage survey.”

- The Individual Assistance IDA Field Data Collection Form is designed to assist you in conducting the IDA for homes and businesses.
- The Infrastructure (Public Assistance) IDA Data Collection Form may assist you in conducting the IDA for public sector damages.
- Analyze IDA data based on the following questions:
 - Is the damage such that only immediate personal needs exist? If so, these needs can probably be met by volunteer organizations such as the American Red Cross (Red Cross), Salvation Army, Mennonite Disaster Service, and others.
 - Is the damage primarily to the agricultural sector? If so, you may want to ask the State to look into U.S. Department of Agriculture assistance.

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- Are the impacts primarily to businesses that have suffered significant damage or other problems that would cause loss of revenue? If so, you may want to ask the state to look into SBA programs.
- Is the damage primarily to homes? If so, perhaps the State should request SBA assistance or an Individual Assistance joint PDA.
- Is the damage primarily to publicly owned facilities? If so, perhaps the State should request a Public Assistance joint PDA.

Whom to Involve

Since speed and accuracy are essential in obtaining the maximum amount of information in the shortest amount of time, more than one person should be involved in the IDA process. The Local Emergency Manager should assemble a team to assist, including members such as:

- Red Cross officials: depending on the capabilities of the Red Cross branch that serves your area, you may want to ask the Red Cross to coordinate the IDA effort with respect to homes and to assess the number of persons significantly impacted by the disaster. In some cases, the Red Cross will have already done so; you may be able to utilize information they have already gathered.
- Building inspectors and tax assessors from local governments, and appraisers from lending institutions or insurance companies, to evaluate buildings, manufactured homes, and businesses.
- City/County engineers, public works officials, utility officials, etc. to assess damages to roads, bridges, other public facilities, and utility systems.
- Hospital and urgent care facility officials for information on injuries and fatalities.
- School district officials to provide school damage figures.
- County health officials to assess the disaster's effects on community health.
- Officials in charge of levees, drainage systems, private nonprofit, recreational facilities, etc.
- County agent for farm and ranch damage assessment.

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Collecting Initial Damage Assessment Data by Telephone Bank

Local jurisdictions may want to establish a telephone bank to collect IDA information on damage and impacts to homes and businesses. If you decide to utilize the telephone bank approach, work with local media to reach affected individuals, families, and businesses. For each, try to collect at least the following:

- Name of individual, family, or business.
- Address of the damaged or impacted structure.
- Mailing address, if different.
- Telephone numbers where the person reporting the damage or impacts can be reached.
- If the damaged structure is a home, is it a primary home or a second home? Is it a rental? If so, count the home twice: once as a home, a second time as a business. Try to obtain the appropriate points of contact for both the tenant and owner.
- Is the loss/damage insured?
- Obtain a brief description of, and, if possible, estimated cost associated with, the damage or impact; collect only enough information to allow you to categorize the damage as minor, major, or destroyed. Also note homes and businesses that are not damaged but that are directly impacted, such as loss of potable water, loss of septic system, loss of driveway access, etc. Homes meeting these criteria should be noted as “affected habitable” businesses as “interrupted.”

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Appendix A-2 Preliminary Damage Assessment Checklist

To prepare for the arrival of State and Federal joint Preliminary Damage Assessment (PDA) officials, local jurisdictions should do as much of the following as time permits.

General

- The Local Emergency Manager should coordinate the PDA or designate a PDA Coordinator. The person in this position should have a working knowledge of the PDA process and forms and thorough familiarity with local geography, government officials, and public facilities.
- Line up appropriate officials who will become the local government representatives on the joint PDA Teams. For Individual Assistance, consider assessors, building department inspectors, etc. For Public Assistance, consider building department inspectors, road department engineers and technicians, bridge engineers, etc.
- Prepare maps that note the locations and nature of the damage.
 - Delineate any areas where the damage is primarily to homes, businesses, and agricultural land.
 - Indicate the location of each damaged public facility and the government agency responsible for its care.
 - Mark the location of sites where disaster-related costs were incurred.
 - If possible, all damage sites should be identified by local officials before State/federal inspectors arrive.
- On the same maps, indicate the best routes of travel, accounting for roads and bridges that are out of service due to the disaster, as well as methods for efficient routing such as travel "loops" likely to be taken by the joint PDA Teams.
- Also on the maps, indicate areas where major utilities are still out of service, areas with septic tanks or wells, areas that are still experiencing the effects of the disaster, and health and safety hazards such as hazardous materials spills, biological hazards, downed power lines, etc.
- If possible, have photographs of damage sites available for State and federal inspectors.
- Assemble and briefly summarize information on the resources committed by the jurisdiction in responding to the disaster. Be sure to

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include the time commitment, overtime, etc. of the City staff who have been involved.

- Ask everyone involved in the joint PDA to look for ways of rebuilding so there is less damage and hardship next time; provide these ideas to the hazard mitigation PDA teams.
- Set up a joint PDA Team support facility that includes:
 - Tables and chairs
 - Displays, such as maps, chalk boards, dry erase boards, flip charts, bulletin boards, etc.
 - Telephones and telephone directories
 - Copies of the Oregon Blue Book
 - One or more photocopiers
 - Availability of drinking water, coffee, etc.
 - Restrooms
 - If available and appropriate, your Emergency Operations Center (EOC) can serve as the joint PDA Team support facility.
- Make arrangements for a facility to conduct the joint PDA public official and team briefings such as a courtroom, public auditorium, lecture hall, etc.
- Be prepared to provide high clearance vehicles for the use of the teams; these vehicles should be driven by the local representative and should comfortably seat up to five people.
- If necessary, assist State and federal joint PDA team members to find lodging and meals during their stay in the disaster area.

Individual Assistance

- Develop a written summary of the impacts of the disaster, including the following information:
 - Have there been injuries or deaths? Are persons missing?
 - Are families isolated due to the disaster?
 - Is public health and safety significantly compromised?
 - Is debris on private property a health and safety hazard? Does it prevent access to homes?

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- Are services such as medical care, schools, mail delivery, public transportation, communication, etc. significantly affected?
 - Are utilities (electric, gas, water, sewer, drainage systems, dikes, etc.) out of service? When will service be restored? Are outages widespread or concentrated in one area?
 - Have many private vehicles been destroyed?
 - Is there increased unemployment due to the disaster?
- Gather and assemble the following information about the area(s) affected by the disaster:
 - Which affected areas are urban, suburban, and rural? Commercial? Industrial? Delineate these areas on the teams' maps.
 - What was the economic base and condition prior to the disaster?
 - What was the pre-disaster market value of homes in the disaster area(s)? Be prepared to provide dollar ranges to fit "high," "medium," and "low" categories.
 - Ask the American Red Cross to make available any information they have collected during their "windshield" and "on-site detailed" damage assessments.
 - Work with OEM and FEMA to find out what you can about insurance coverage in force in the disaster areas. FEMA will conduct some of this research from its regional office.
 - What resources are available in the area to provide temporary housing for displaced persons? Are there vacant rental homes, mobile homes, or apartments?
 - If flooding has occurred, make estimates for the team regarding the duration of flooding, as well as water depths and velocities. Was the water contaminated with chemicals? Sewage? Other?
 - Assign local, State, federal, and volunteer agency officials to each team; have each team cover both dwellings and businesses in a geographic area.
 - Dispatch teams to their areas; have each team report back to the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so, one or more

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geographic areas may be assigned to a team or teams likely to finish before others.

Public Assistance

- Develop a written description of the disaster's impacts on local government, including:
 - Population served by the local government.
 - Budget balance before and after the disaster.
 - Capability of local government to deal with the interruption or loss of essential public services, continuing public health and safety problems, and loss of public facilities, equipment, materials, etc.
 - Public service impacts that will continue without federal assistance, including deferral of permanent repairs, reductions in ongoing services, delays in planned capital improvements, continued isolation of families or communities, etc.
- If the time the joint PDA will begin has been well established, make appointments for the team at sites where the damage or the impact of the damage is greatest.
- In lieu of making appointments, develop a list of contacts for each damage site, including telephone numbers, and times when they are easiest to reach.
- Ensure that local government representatives designated to serve on joint PDA Teams have a knowledge of repairs already completed and repairs needing to be made, as well as a knowledge of the location of damage sites.
- Be prepared to provide State and federal officials a detailed cost breakdown of labor, equipment, materials, and supplies for all completed work, including work completed through contracts with private-sector companies. While a variety of forms can be used to summarize these items, the format chosen must document who, what, when, where, and how.
- Be prepared to describe which sites will be repaired or reconstructed by contract, and which will be repaired by local forces. If a contractor's estimate has been received, have it available for the State and federal inspectors.
- If damaged facilities are to be rebuilt to conform with new codes, specifications, or standards, be prepared to provide inspectors with

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copies of the specifications, local resolutions, ordinances, etc. that require upgrading of the facilities.

- Time permitting: Using as many “Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Forms” as necessary, develop a list of work performed and facilities damaged as a direct result of the disaster. Estimate the cost of repair or restoration of damaged public facilities. Be sure to include work that has and has not been completed. Organize the information by work category.
- Assign local, State, and federal officials to each team; have each team cover a geographic area.
- Dispatch the teams to their areas; have each team report back into the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so one or more geographic areas may be assigned to a team or teams likely to finish before the others.

Hazard Mitigation

- Think of the joint PDA as an opportunity to quickly identify hazard mitigation opportunities before much of the permanent repair work has been accomplished.
- Talk with the people who helped you to accomplish the IDA about hazard mitigation opportunities they discovered during this process; provide this information to the State and federal inspectors (FEMA and SBA).
- Resources permitting, assign a local representative to join FEMA and OEM hazard mitigation staff assigned to accomplish the hazard mitigation portion of the joint PDA. Assemble as many teams as appropriate and as resources permit; often, there will be only one hazard mitigation PDA team per local jurisdiction.

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Appendix A-3 Initial Damage Assessment Summary Report Form

Electronic copies of the following damage assessment forms can be found at http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml.

- Individual Assistance Initial Damage Assessment Field Data Collection Form
- Estimated Disaster Economic Injury Worksheet For Businesses
- Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Form - Instructions for form are attached (Excel Spreadsheet)
- Individual Assistance Initial Damage Assessment and Preliminary Damage Assessment Calculation and Summary Form
- Initial Damage Assessment Summary Report Form (Excel Spreadsheet)
- Individual Assistance Joint Preliminary Damage Assessment Team Assignments
- Joint Preliminary Damage Assessment Individual Assistance Field Form (Adapted from FEMA Form 76-39)
- Public Assistance Preliminary Damage Assessment Site Estimate (Joint FEMA-OEM Form adapted from a FEMA Form)
- Public Assistance Preliminary Damage Assessment Summary (FEMA Form 90-80)

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Oregon Emergency Management

INDIVIDUAL ASSISTANCE INITIAL DAMAGE ASSESSMENT (IDA) FIELD DATA COLLECTION FORM

For the purposes of this form, "Individual Assistance" may be thought of as potential assistance to individuals, families, and businesses which is tied to the structures they inhabit. This form is intended for use by local governments and their agents collecting IDA data on homes and businesses in the field. It may also be useful for collecting data being provided via "telephone-banks." The information collected on these forms should be summarized on the Initial Damage Assessment Summary Report Form.

JURISDICTION: _____ DATE: _____

AREA BOUNDARIES: North _____ East _____
 West _____ South _____

STREET NAME: _____

Place a mark for each unit, and a diagonal line for every fifth unit (i.e.: ). When assessing multi-family dwellings, and businesses co-located within one structure, make a mark for each individual unit within the appropriate category of damage. Where a dwelling or business is not damaged, but is significantly affected by the event (for example; no access, loss of potable water, anticipated long-term utility outage, etc.), place the mark for that unit in the affected row.

	Single Family Dwelling	Mobile Home	Multi-Family	Business	Total
Affected - Habitable					
Minor					
Major					
Destroyed					
Estimate % Insured					
Total					

INITIAL BY SUBMITTING OFFICIAL: _____

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**ESTIMATED DISASTER ECONOMIC INJURY WORKSHEET
FOR BUSINESSES**

Accurate responses to the questions below will assist in evaluating a request for an economic injury disaster declaration from the U. S. Small Business Administration.

1. Name of Business Owner: _____
Name of Property Owner: _____
Business/Property Address: _____
Mailing Address: _____
Telephone Numbers: Business: _____ Home: _____

2. **Estimated Adverse Economic Impact**

Did the disaster economically impact your business? If so, when did the impact start and end?

_____ to _____
(month/year) (month/year)

What were your business' revenues during that period? \$ _____

What were your business' revenues during the same period of the prior year? \$ _____

3. Amount of business interruption insurance received or anticipated, if any: \$ _____

4. Provide a brief explanation of what adverse economic effects the disaster had on your business:

5. How many people did you employ **prior** to the disaster? _____

How many people did you employ **after** the disaster? _____

If your business also suffered property damage, answer the following questions:

6. Estimated dollar loss to:

Real property (building), if owned: \$ _____

Contents (machinery and equipment, furniture and fixtures,
inventory, leasehold improvements, etc): \$ _____

7. Insurance recovery received or anticipated for **property** damages: \$ _____

Signature of Business Owner/Representative

Date

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**OREGON EMERGENCY MANAGEMENT
INFRASTRUCTURE (PUBLIC ASSISTANCE) INITIAL DAMAGE ASSESSMENT FIELD DATA COLLECTION FORM**

NAME OF PUBLIC (GOVERNMENT) OR PRIVATE NONPROFIT AGENCY: _____ COUNTY: _____

(List damage and emergency response costs for only one agency on each form. Use more than one form per agency if necessary. Only certain private nonprofits should be included on this form. Additional Instructions for this form on reverse side.)

Category	Brief Description of Damage or Cost	Location	Estimated Cost	Comments (Impacts)

Inspector's Name: _____ Contact Information: _____ Date: _____

This Page Total by Categ
 Total A \$0 Total E \$0
 Total B \$0 Total F \$0
 Total C \$0 Total G \$0
 Total D \$0 Total \$0

Total \$0.00

INSTRUCTIONS FOR THE INSTRUCTIONS (PUBLIC ASSISTANCE) INITIAL DAMAGE ASSESSMENT FIELD DATA COLLECTION FORM

This form is intended to be utilized by local government officials or their agent during the Initial Damage Assessment (IDA) to record estimates of damage, costs, and impacts of the disaster on public infrastructure. The following categories of work shall be utilized:

<u>Emergency Work Categories</u>	<u>Permanent Work Categories</u>
A = Debris Removal	C = Roads and bridges
B = Protective Measures	D = Water control facilities
	E = Public buildings and equipment
	F = Public utility systems
	G = Parks and other

List the work performed, and public facilities damaged, as a direct result of the disaster. Estimate the cost of repair or restoration of damaged public facilities. Be sure to include both work that has been completed and which has not.

For Roads and bridges on the Federal Aid System, Enter "FAS" instead of "C" under the category of work; likewise for debris removal and protective measures related to FAS facilities. Alternatively, FAS damage and costs can be listed on separate field data collection forms if the local jurisdiction wishes. Although FAS costs will not be a factor in determining a request for a Presidential declaration, it may be useful to assess and summarize these damages for inclusion in any requests to the FHWA for assistance.

Only private nonprofits (PNPs) providing the following types of government-like services to the general public should be included on this form: education facilities, utilities, emergency or medical facilities, custodial care facilities, museums, zoos, community centers, libraries, homeless shelters, and senior citizen centers. All other PNPs should be treated as businesses for the purpose of damage assessment, and included on Individual Assistance damage assessment forms.

Local officials should be prepared to provide state and federal officials with a detailed cost breakdown of personnel, equipment, materials, and supplies for all completed work. While a variety of forms can be used to summarize these items, the format must document the type and location of work performed. Sample forms are available in the *Disaster Recovery Assistance Guidebook*. Be prepared to describe which sites will be repaired or reconstructed by estimates of potential threats and routine maintenance should not be listed on the forms.

Totals should be summarized on the Initial Damage Assessment Summary Report Form.

Excel Tips: To copy IDA DATA Form, highlight IS IDA DATA tab with cursor arrow + Ctrl, then drag.

Oregon Emergency Management

INDIVIDUAL ASSISTANCE IDA AND PDA CALCULATION AND SUMMARY FORM

Structure Categories	Degrees of Damage	Number of Structures	Dollar Estimate
Low-cost homes (Ave. value = \$ _____)	Destroyed (use 90% of ave. cost)	#	\$
	Major (use 60% of ave. cost)	#	\$
	Minor (use 20% of ave. cost)	#	\$
	Affected Habitable (use 10% of ave.)	#	\$
Medium-cost homes (Ave. value = \$ _____)	Destroyed (use 90% of ave. cost)	#	\$
	Major (use 60% of ave. cost)	#	\$
	Minor (use 20% of ave. cost)	#	\$
	Affected Habitable (use 10% of ave.)	#	\$
High-cost homes (Ave. value = \$ _____)	Destroyed (use 90% of ave. cost)	#	\$
	Major (use 60% of ave. cost)	#	\$
	Minor (use 20% of ave. cost)	#	\$
	Affected Habitable (use 10% of ave.)	#	\$
Low-cost apartments (Ave. value = \$ _____)	Destroyed (use 90% of ave. cost)	#	\$
	Major (use 60% of ave. cost)	#	\$
	Minor (use 20% of ave. cost)	#	\$
	Affected Habitable (use 10% of ave.)	#	\$
Medium-cost apartments (Ave. value = \$ _____)	Destroyed (use 90% of ave. cost)	#	\$
	Major (use 60% of ave. cost)	#	\$
	Minor (use 20% of ave. cost)	#	\$
	Affected Habitable (use 10% of ave.)	#	\$
TOTALS	Destroyed	#	
	Major	#	
	Minor	#	
	Affected Habitable	#	
	Dollar Estimate Grand Total		\$

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**INITIAL DAMAGE ASSESSMENT (IDA)
SUMMARY REPORT FORM**

OERS INCIDENT #

Complete green areas of form

OERS 24 hr line 1-800-452-0311

JURISDICTION:
COUNTY:

NAME OF REPORTING OFFICIAL:

EMAIL:

TITLE:

TELEPHONE:

FAX:

DATE - TIME OF THIS REPORT:

DATE - TIME OF START OF EVENT:

EOC ACTIVATED: DATE: TIME:

TYPE OF EMERGENCY:

EOC CLOSED: DATE: TIME:

LOCAL EMERGENCY DECLARED: DATE: TIME:

DESCRIBE THE GEOGRAPHIC BOUNDARIES (and attach map, if possible):

DEATHS: **INJURIES:** **POP.STILL AT RISK:**

CURRENT SITUATION AND EXISTING CONDITIONS:

IMPACTS OF THE DISASTER TO THE JURISDICTION:

Oregon Emergency Management

IDENTIFY/DESCRIBE CONDITIONS THAT CONSTITUTE A HEALTH/SAFETY HAZARD TO THE GENERAL PUBLIC:
DESCRIBE THE POPULATION ADVERSELY AFFECTED DIRECTLY OR INDIRECTLY BY THE LOSS OF PUBLIC FACILITIES OR DAMAGES:
WHAT ECONOMIC ACTIVITIES ARE ADVERSELY AFFECTED BY THE LOSS OF PUBLIC FACILITIES OR DAMAGE?:
ACTIONS TAKEN / RESOURCES COMMITTED:
ASSISTANCE REQUESTED:

6/11/2009 13:08

IDA Impacts page 2/2

INITIAL DAMAGE ASSESSMENT (IDA) SUMMARY REPORT FORM		OERS INCIDENT # 0 OERS 24 hr line 1-800-452-0311
JURISDICTION <input type="text" value="0"/>	NAME OF REPORTING OFFICIAL: <input type="text" value="0"/>	
COUNTY: <input type="text" value="0"/>	TITLE: <input type="text" value="0"/>	
EMAIL: <input type="text" value="0"/>	FAX: <input type="text" value="-"/>	
TELEPHONE: <input type="text" value="-"/>		
<i>Complete green areas of form below</i>		
HOUSING COSTS & LOSS		
	#	\$\$s
COMMENTS		
Destroyed:	<input type="text"/>	<input type="text"/>
Major damage:	<input type="text"/>	<input type="text"/>
Minor damage:	<input type="text"/>	<input type="text"/>
Affected habitable:	<input type="text"/>	<input type="text"/>
"Second" homes:	<input type="text"/>	<input type="text"/>
Personal property (not included above):	<input type="text"/>	<input type="text"/>
Cost & loss estimate for housing:	0	\$0
BUSINESS COSTS & LOSS		
	#	\$\$s
COMMENTS		
Destroyed:	<input type="text"/>	<input type="text"/>
Major damage:	<input type="text"/>	<input type="text"/>
Minor damage:	<input type="text"/>	<input type="text"/>
Business interrupted:	<input type="text"/>	<input type="text"/>
Cost & loss estimate for business:	0	\$0
PRIVATE NONPROFIT COSTS & LOSS		
	#	\$\$s
COMMENTS		
Destroyed:	<input type="text"/>	<input type="text"/>
Major damage:	<input type="text"/>	<input type="text"/>
Minor damage:	<input type="text"/>	<input type="text"/>
Service interrupted:	<input type="text"/>	<input type="text"/>
Cost & loss estimate for PNPs:	0	\$0
AGRICULTURE COSTS & LOSS		
	#	\$\$s
COMMENTS		
Crop loss (acres/\$\$s):	<input type="text"/>	<input type="text"/>
Equipment lost/damaged:	<input type="text"/>	<input type="text"/>
Livestock lost:	<input type="text"/>	<input type="text"/>
Out-buildings damaged:	<input type="text"/>	<input type="text"/>
Cost estimate for agriculture:		\$0
INFRASTRUCTURE		
CITY(IES) COSTS & LOSS		
	#	\$\$s
COMMENTS		
A. Debris removal:	<input type="text"/>	<input type="text"/>
B. Protective measures:	<input type="text"/>	<input type="text"/>
C. Transportation system damage:	<input type="text"/>	<input type="text"/>
Federal Aid System (FAS)	<input type="text"/>	<input type="text"/>
non-Federal Aid System	<input type="text"/>	<input type="text"/>
D. Water control facilities:	<input type="text"/>	<input type="text"/>
E. Public buildings / equipment:	<input type="text"/>	<input type="text"/>
insured	<input type="text"/>	<input type="text"/>
uninsured	<input type="text"/>	<input type="text"/>
F. Public utility systems:	<input type="text"/>	<input type="text"/>
G. Parks and other:	<input type="text"/>	<input type="text"/>
Cost & loss estimate for city(ies):	0	\$0

SPECIAL DISTRICTS COSTS & LOSS	#	\$\$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			
Federal Aid System (FAS)			
non-Federal Aid System			
D. Water control facilities:			
E. Public buildings / equipment:			
insured			
uninsured			
F. Public utility systems:			
G. Parks and other:			
Cost & loss estimate for special district(s):	0	\$0	
STATE FACILITIES COSTS & LOSS	#	\$\$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			
Federal Aid System (FAS)			
non-Federal Aid System			
D. Water control facilities:			
E. Public buildings / equipment:			
insured			
uninsured			
F. Public utility systems:			
G. Parks and other:			
Cost & loss estimate for state facilities:	0	\$0	
COUNTY FACILITIES COSTS & LOSS	#	\$\$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			
Federal Aid System (FAS)			
non-Federal Aid System			
D. Water control facilities:			
E. Public buildings / equipment:			
insured			
uninsured			
F. Public utility systems:			
G. Parks and other:			
cost & loss estimate for county facilities:	0	\$0	
TOTALS - ALL GOVERNMENTS	#	\$\$s	COMMENTS
A. Debris removal:	0	\$0	
B. Protective measures:	0	\$0	
C. Transportation system damage:			
Federal Aid System (FAS)	0	\$0	
non-Federal Aid System	0	\$0	
D. Water control facilities:	0	\$0	
E. Public buildings / equipment:			
insured	0	\$0	
uninsured	0	\$0	
F. Public utility systems:	0	\$0	
G. Parks and other:	0	\$0	
Jurisdiction total for all infrastructure:	0	\$	-
Grand total of housing, business, pnp, agriculture, infrastructure:	Sites	0	\$0
COUNTY TRANSMITS TO: OREGON EMERGENCY MANAGEMENT			
EMAIL: opers.staff@state.or.us			
FAX: 503-588-1378 (24 hours)			
TELEPHONE: 1-800-452-0311 (24 hours)			
AMATEUR RADIO PACKET: W7OEM@W7OEM.or.us			
(call sign W7OEM) 3.993.5 & 7.228 (hf)			
6/11/09 13:08	IDA Cost Summary page 2/2		

INSTRUCTIONS FOR THE INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

GENERAL INFORMATION

Above all else, remember that the Initial Damage Assessment (IDA) Summary Report is an estimate. While accuracy is desirable, with this report *give an edge to speed over accuracy*.

Only those lines on the form which are not self-explanatory are further described in these instructions.

Counties should include in their IDA Summary Report to OEM damage and costs associated with the event throughout the county. Depending on how your county damage assessment method is established, this may include collecting IDA Summary Reports from the cities and special districts within the county, and summarizing their reports into one countywide report. State agency costs associated with the event, and the costs associated with repairs to damaged state facilities within your jurisdiction should also be included in the county report.

IMPACTS TAB

Name of reporting official is the name of the person filing the report. Her or his title goes on the line below. Next to "EOC activated:" note the date and time the EOC was first activated for this event. If the EOC has been closed, please note this as well on the next line. Next to the line "pop. still at risk," please estimate the number of people whose safety, health, and well-being are still at risk due to the emergency.

Please supplement this form, as needed, with additional information which further describes the situation, including maps, charts, field damage assessment forms, etc.

COST SUMMARY TAB**Housing**

To the extent that it is made known, or can be effectively assessed, include the total estimated costs associated with damage to housing, whether insured or not insured. In the "comments" column, estimate the percentage of insurance in place for the losses which have been experienced, but do not expend great effort in attempting to establish insurance coverage during an initial damage assessment. These details can be collected later, if needed.

[Note: There is an exception which may require an effort to more accurately estimate insurance coverage in-place; "small disasters" may require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead an SBA "damage survey."]

Determine the number of homes with minor and major damage, and the number destroyed. "Major" damage indicates those homes which are not habitable without costly or delayed repair. "Minor" damage refers to homes that are habitable with minor repair or clean-up. Include in the dollar cost estimates both repairs and clean-up. "Affected habitable" are homes which are not actually damaged and are habitable, but are affected in some way (for example: loss of potable water, loss of access road or bridge, etc.).

All "second" homes (vacation homes), no matter how affected, should be shown next to the line "second homes." Generally, potential disaster assistance programs do not apply to second homes.

Do not specifically seek personal property (contents) information, but where it is given, it may be included. If it is included with the dollar estimate assigned to "destroyed," "major," "minor," or "affected habitable," this is acceptable for the purposes of an initial damage assessment. If it is given as a separate amount, include this amount next to the line "personal property (not included above)," but try to avoid double-counting the house under the "#" column (i.e.: count the personal property under "#" only if not already included in an above category).

Include rental units in the assessment and note as such under "comments." Please note that rental homes should also be included as a "businesses" under that category.

The Local Emergency Program Manager may wish to solicit information about losses through appropriate press releases and telephone banks (see Collecting Initial Damage Assessment Data by Telephone Bank).

Keep a list of affected homeowners and how they can be reached.

Business

The process of collecting and analyzing information needed for businesses is different than that needed for housing, in large part because potential assistance programs have different criteria. Ideally, the IDA Summary Report should consider the total estimated disaster-related costs to businesses and whether or not these costs are insured.

Determine the number of businesses with minor and major damage, and the number destroyed. In the case of businesses, "destroyed" should be assigned to those businesses with 80% or greater uninsured losses, and "major" to businesses with greater than 40% uninsured losses due to physical damage. Businesses with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, report on your estimate of the overall percentage of insurance in place for the losses which have been experienced. Like the housing category, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be.

Next to the line "business interrupted," show summary information on businesses which are not damaged, but are unable to operate because of the emergency conditions. If known, loss of business and increased operating expenses should be included under this category. Like above, in the "comments" column, estimate any insurance which is in place for interruption of business due to the disaster conditions. Make appropriate clarifying comments.

Consider trying to solicit information about losses through appropriate press releases and telephone banks (see Collecting Initial Damage Assessment Data by Telephone Bank). Assistance may also be obtained through local groups such as the chamber of commerce.

Keep a list of affected business people and how they can be reached.

Private nonprofits (PNPs)

Generally, for the purposes of initial damage assessment, private nonprofits (PNPs) should be treated similar to businesses because the potential assistance programs for the vast majority of PNPs are similar to those for businesses.

There are, however, a few exceptions. The most common ones are PNPs which offer their services to the general public, and meet the following categories: educational, utility, emergency service or facility including medical facilities, custodial care, museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, and rehabilitation facilities. PNPs meeting these specific categories should be shown under "infrastructure" on the IDA Summary Report (not under private nonprofit). This is due to the fact that they may be eligible for infrastructure assistance if there is a Presidential major disaster declaration.

Technically, PNPs are not special service districts, but PNPs meeting the specific categories listed in the previous paragraph should be included with the special districts for the purposes of the IDA Summary Report. For example, PNP utilities (usually called "co-ops") should be included under "infrastructure, special districts, category 'F.'"

For all other PNPs, determine the number with minor and major damage, and the number destroyed. In the case of PNPs, "destroyed" should be assigned to those PNPs with 80% or greater uninsured losses, and "major" to PNPs with greater than 40% uninsured losses due to physical damage. PNPs with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, estimate an overall percentage of insurance in place for the losses which have occurred. Like the housing and business categories, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be.

Next to the line "service interrupted," show summary information on PNPs which are not damaged, but are unable to operate because of the emergency conditions. If known, loss of service and increased operating expenses should be included under this category. Make appropriate clarifying comments.

Like the previous categories, one may be able to obtain the needed information about losses through press releases and telephone banks. Keep a list of affected PNP points-of-contact and how they can be reached.

Agriculture

Assessment of agricultural losses is usually led by the USDA County Emergency Board (CEB), which is typically comprised of county extension agents, soil and water conservation district representatives, and representatives of the Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA).

Estimate the acres and dollars associated with crop loss; include with this figure the costs for replanting (if appropriate), reduced production due to the emergency, and the removal of debris from farm land. In the comments column next to crop loss, note the types of crops on those acres. When appropriate and factually defensible, projected crop losses may be included. Please do not include a dollar amount for soil lost to erosion; while loss of productive soil is tragic, and while dollar equivalents probably could be developed, they should not be reflected on the IDA Summary Report.

Where it is known that damages will be covered by insurance, do not include this amount under dollar loss estimate. Do not expend great effort in attempting to establish insurance coverage during an initial damage assessment; these details can be collected later, if needed.

Keep a list of affected farmers and how they can be reached.

Infrastructure

Note the number of sites and cost associated with the jurisdiction's efforts at debris clearance, and with measures taken to protect lives and property.

Note the number of sites and dollar estimates associated with transportation system damage (roads, bridges, etc.). Separate this information into those sites on the Federal Aid System (FAS), and those off the System (non-FAS).

Note the number of sites and estimated dollar costs associated with damage to water control facilities, public buildings and equipment, public utility systems, parks, etc. For public buildings and equipment, divide losses into insured/uninsured categories.

Please include the costs for special service districts and state facilities located within your jurisdiction, but do not include damage to federal facilities under infrastructure. The category "county facilities costs & loss" refers only to county facilities and county costs. The cumulative totals for all infrastructure within a county should be calculated under "totals - all governments," and a grand total estimate for the infrastructure category shown just above the double line.

Estimated total cost & loss

Add the estimated total dollar cost and loss figures from housing, business, PNP, agriculture, and infrastructure. Put the sum to the right of "Estimated Total Cost & Loss." Do not include the "#" fields under agriculture in this total.

Transmittal

The IDA Summary Report should be submitted to Oregon Emergency Management in the format shown via fax, email, or PACKET amateur radio. Please call OEM by telephone or radio prior to sending the form.

Maintain a copy of the report for your files.

Updates

Updates should be provided to OEM as they become available. Updates should show *cumulative* figures.

Oregon Emergency Management

INDIVIDUAL ASSISTANCE JOINT PDA TEAM ASSIGNMENTS FORM

JURISDICTION: _____ DATE: _____

Teams	Names	Geographic Area
Team #		
FEMA		
SBA		
State		
Local		
ARC		
Team #		
FEMA		
SBA		
State		
Local		
ARC		
Team #		
FEMA		
SBA		
State		
Local		
ARC		
Team #		
FEMA		
SBA		
State		
Local		
ARC		

PREPARED BY : _____

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FEMA – OEM Public Assistance
Joint Preliminary Damage Assessment Site Estimate Form

Number	Inspected?	No. of Sites	Cat	Location (use map location, address, etc.)	Lat/Long
	Projected?				
Description of Damages/Repairs <input type="checkbox"/> Critical Facility Type _____					
Impact				% Complete	Cost Estimate

Number	Inspected?	No. of Sites	Cat	Location (use map location, address, etc.)	Lat/Long
	Projected?				
Description of Damages/Repairs <input type="checkbox"/> Critical Facility Type _____					
Impact				% Complete	Cost Estimate

Number	Inspected?	No. of Sites	Cat	Location (use map location, address, etc.)	Lat/Long
	Projected?				
Description of Damages/Repairs <input type="checkbox"/> Critical Facility Type _____					
Impact				% Complete	Cost Estimate

Number	Inspected?	No. of Sites	Cat	Location (use map location, address, etc.)	Lat/Long
	Projected?				
Description of Damages/Repairs <input type="checkbox"/> Critical Facility Type _____					
Impact				% Complete	Cost Estimate

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FEDERAL EMERGENCY MANAGEMENT AGENCY PRELIMINARY DAMAGE ASSESSMENT SUMMARY				DATE	
PART 1 - APPLICANT INFORMATION					
COUNTY	NAME OF APPLICANT		NAME OF LOCAL CONTACT		PHONE NO.
POPULATION	TOTAL BUDGET Approved _____ Balance _____		MAINTENANCE BUDGET Approved _____ Balance _____		Date FY Begins
PART II - COST ESTIMATE - SUMMARY (COMPLETE SITE ESTIMATE BEFORE SUMMARIZING BELOW)					
CATE- GORY	NO. OF SITES	TYPES OF DAMAGE	COST ESTIMATE	Potential Local Funds for Recovery	
				FUND/ACCOUNT	Available Balance
A		Debris Removal			
B		Emergency Protective Measures			
C		Roads & Bridges			
D		Water Control Facilities			
E		Public Buildings			
F		Public Utilities			
G		Recreational or Other			
			TOTAL	0	TOTAL
0					
PART III - DISASTER IMPACTS (USE SEPARATE SHEETS IF NECESSARY)					
<p>A. GENERAL IMPACT</p> <p>1. Identify and describe damages which constitute a health and/or safety hazard to the general public.</p> <p>2. Population adversely affected directly or indirectly by the loss of public facilities or damages.</p> <p>3. What economic activities are adversely affected by the loss of public facilities or damage?</p>					
<p>B. RESPONSE CAPABILITY: Can the applicant respond and recover from the damages quickly and without degradation of public services? Describe.</p>					
<p>C. IMPACT ON PUBLIC SERVICES IF DECLARATION IS NOT MADE: e.g. Deferral of permanent repairs, impact on ongoing services and capital improvements, etc. Describe.</p>					
NAME OF INSPECTOR			AGENCY		PHONE NO.

PDA SUMMARY OF DAMAGES FOR POTENTIAL SUBGRANTEE

Public Entity/Potential Subgrantee Information

Public Entity/Potential Subgrantee	Total Operating Budget	County	Team Leader/Date of PDA
Population	Maintenance Budget		
Contact and Telephone Number	Additional Contacts and Telephone Numbers		

Site Estimated Summary

Category	Critical Facilities and Other Damages	Inspected		Projected		Total	
		# of Sites	Cost	# of Sites	Cost	# of Sites	Cost
Emergency Work							
A.	Debris						
B.	Emer. Pro. Meas.						
Emergency Work sub-total		0	0	0	0	0	0
Permanent Work							
C.	Roads & Bridges						
Sub-total		0	0	0	0	0	0
D.	Water Control & Facilities						
Sub-total		0	0	0	0	0	0
E.	Building & Equipment						
Sub-total		0	0	0	0	0	0
F.	Utilities						
Sub-total		0	0	0	0	0	0
G.	Parks & Other						
Sub-total		0	0	0	0	0	0
Permanent Work Sub-total		0	0	0	0	0	0
Emergency and Permanent Work Total		0	0	0	0	0	0

Appendix B Public Assistance Materials

Electronic copies of the following public assistance materials can be found at <http://www.fema.gov/government/grant/pa/forms.shtm>.

- Request for Public Assistance (FF90-49)
- Hazard Mitigation Proposal (FF90-61)
- Project Worksheet (FF90-91)
- PW-Damage Description and Scope of Work Continuation Sheet (FF90-91A)
- PW-Cost Estimate Continuation sheet (FF90-91B)
- PW-Maps and Sketches Sheet (FF90-91C)
- PW-Photo Sheet (FF90-91D)
- Validation Worksheet (FF90-118)
- Project Validation Form (FF90-119)
- Special Considerations Questionnaire (FF90-120)
- PNP Facility Questionnaire (FF90-121)
- Historic Review For Determination of Adverse Effect (FF90-122)
- Force Account Labor Summary Record (FF90-123)
- Materials Summary Record (FF90-124)
- Rented Equipment Summary Record (FF90-125)
- Contract Work Summary Record (FF90-126)
- Force Account Equipment Summary Record (FF90-127)
- Applicant's Benefit Calculation (FF90-128)

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DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
REQUEST FOR PUBLIC ASSISTANCE

O.M.B. NO. 1660-0017
Expires April 30, 2013

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. **NOTE: Do not send your completed questionnaire to this address.**

APPLICANT (Political subdivision or eligible applicant)		DATE SUBMITTED
COUNTY (Location of Damages. If located in multiple counties, please indicate)	DUNS NUMBER	<input type="text"/>

APPLICANT PHYSICAL LOCATION

STREET ADDRESS

CITY	COUNTY	STATE	ZIP CODE
------	--------	-------	----------

MAILING ADDRESS (If different from Physical Location)

STREET ADDRESS

POST OFFICE BOX	CITY	STATE	ZIP CODE
-----------------	------	-------	----------

Primary Contact/Applicant's Authorized Agent

Alternate Contact

NAME	NAME
TITLE	TITLE
BUSINESS PHONE	BUSINESS PHONE
FAX NUMBER	FAX NUMBER
HOME PHONE (Optional)	HOME PHONE (Optional)
CELL PHONE	CELL PHONE
E-MAIL ADDRESS	E-MAIL ADDRESS
PAGER & PIN NUMBER	PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? YES NO

Private Non-Profit Organization? YES NO

If yes, which of the facilities identified below best describe your organization? _____

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety safety services of a governmental nature. All such facilities must be open to the general public."

Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.

OFFICIAL USE ONLY: FEMA - _____ **-DR-** _____ **-** _____ **FIPS#** _____ **DATE RECEIVED** _____

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PROJECT WORKSHEET INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project. A project may include damages more than one site.

After completing all Project Worksheets, submit the worksheets to your Public Assistance Coordinator.

Identifying Information

Disaster: Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

Project No.: Indicate the project designation number you established to track the project in your system (i.e. 1,2,3, etc.).

PA ID No.: Indicate your Public Assistance identification number on this space. This is optional.

Date: Indicate the date the worksheet was prepared in MM/DD/YY format.

Category: Indicate the category of the project according to FEMA specified work categories (i.e., A,B,C,D,E,F,G). This is optional.

Applicant: Name of the government or other legal entity to which the funds will be awarded.

County: Name of the county where the damaged facility is located. If located in multiple counties, indicate "Multi-County."

Damage facility: Identify the facility and describe its basic function and pre-disaster condition.

Work Complete as of: Indicate the date the work was assessed in the format of MM/DD/YY and the percentage of work completed to that date.

Location: This item can range anywhere from an "address," "intersection of...," "1 mile south of...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

Damage Description and Dimensions: Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

Scope of Work: List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage.

Does the Scope of Work change the pre-disaster conditions of the site: If the work described under the Scope of Work changes the site conditions (i.e. increases/decreases the size or function of the facility or does not replace damage components in kind with like materials), check (x) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (x) no.

Special Considerations: If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (x) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Handbook* for further information.

Hazard Mitigation: If the pre-disaster conditions at the site can be changed to prevent or reduce the disaster-related damage, check (x) Yes. If no opportunities for hazard mitigation exist check (x) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

Is there insurance coverage on this facility: Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages from insurance or any other source. Check (x) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

Project Cost

Item: Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

Code: If using the FEMA cost codes, place the appropriate number here.

Narrative: Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. RCP", "sheet rock replacement", etc.).

Quantity/Unit: List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

Unit Price: Indicate the price per unit.

Cost: This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

Total Cost: Record total cost of the project.

Prepared By: Record the name, title, and signature of the person completing the Project Worksheet.

Applicant Rep.: Record the name, title, and signature of Applicant's representative.

Records Requirements

Please review the *Applicant Handbook, FEMA 323* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- *Force account labor documentation sheets identifying the employee, hours worked, date and location;
- *Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- *Material documentation sheets identifying the type of material, quantity used and cost;
- *Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/estimate" for which funding is being requested.

U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Damage Description and Scope of Work Continuation Sheet

O.M.B. No. 1660-0017
Expires October 31, 2008

DISASTER FEMA-_____ -DR-_____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT		COUNTY		

PREPARED BY:

TITLE:

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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Maps and Sketches Sheet

O.M.B. No. 1660-0017
Expires October 31, 2008

DISASTER FEMA-_____ -DR-_____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT		COUNTY		

Large empty rectangular area for project details, maps, and sketches.

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U.S. DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
PROJECT WORKSHEET - Photo Sheet

O.M.B. No. 1660-0017
Expires October 31, 2008

DISASTER

PROJECT NO.

PA ID NO.

DATE

CATEGORY

FEMA-_____ -DR-_____

APPLICANT

COUNTY

PHOTO

PHOTO

DESCRIPTION

DESCRIPTION

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DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
VALIDATION WORKSHEET

DISASTER:
 FEMA- _____ -DR- _____

APPLICANT	PA ID NO.	PROJECT WORKSHEET NO.
-----------	-----------	-----------------------

SPECIALIST	AGENCY	TELEPHONE NO.
------------	--------	---------------

I- GENERAL- ALL PROJECTS

VALIDATION ITEM	REMARKS
<input type="checkbox"/> Review projects <input type="checkbox"/> Visit site <input type="checkbox"/> Statement of work <ul style="list-style-type: none"> <input type="checkbox"/> Accurate <input type="checkbox"/> Complete <input type="checkbox"/> Eligible <input type="checkbox"/> Pictures <input type="checkbox"/> Sketches/drawings	

II- COMPLETED WORK

<input type="checkbox"/> Forced Account Labor <ul style="list-style-type: none"> <input type="checkbox"/> Eligible employee <input type="checkbox"/> Hours <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Overtime <input type="checkbox"/> Fringe benefits <ul style="list-style-type: none"> <input type="checkbox"/> Regular <input type="checkbox"/> Overtime <input type="checkbox"/> Calculations	
--	--

III- FORCE ACCOUNT EQUIPMENT

<input type="checkbox"/> Labor hours exceeds or match Equipment hours <input type="checkbox"/> FEMA rates used <input type="checkbox"/> PAC approved rates used <input type="checkbox"/> Mileage used for automobiles, busses, pickups, and ambulances <input type="checkbox"/> Calculations	
--	--

IV- LEASED/RENTAL EQUIPMENT

<input type="checkbox"/> Invoice <input type="checkbox"/> Price reasonable <input type="checkbox"/> Operation/labor cost <input type="checkbox"/> Gasoline/oil/lubricants <input type="checkbox"/> Eligible repairs/parts <input type="checkbox"/> Calculations	
--	--

V- MATERIALS

<input type="checkbox"/> Purchase orders/invoices <input type="checkbox"/> Inventory records/stock tickets <input type="checkbox"/> Calculations	
--	--

VI- CONTRACT

VALIDATION ITEM	REMARKS
<input type="checkbox"/> Price reasonable <input type="checkbox"/> Competitive bids <input type="checkbox"/> Exception <input type="checkbox"/> Follow procurement procedures <input type="checkbox"/> Calculations	

VII- WORK TO BE COMPLETED

<input type="checkbox"/> Cost estimating method approved by PAC <input type="checkbox"/> Calculations	
--	--

VIII- SPECIAL CONSIDERATIONS

<input type="checkbox"/> Insurance <input type="checkbox"/> Mitigation <input type="checkbox"/> Environmental <input type="checkbox"/> Historic	
--	--

ADDITIONAL REMARKS

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DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
SPECIAL CONSIDERATION QUESTIONS

O.M.B. NO. 1660-0017
Expires October 31, 2008

APPLICANT		PA ID NO.	DATE
PROJECT NAME	PROJECT NO.	LOCATION	

Form must be filledout - for each project.

1. Does the damaged facility or item of work have insurance and/or is it an insurable risk? (e.g., buildings, equipment, vehicles, etc.)
 Yes No Unsure
Comments

2. Is the damaged facility located within a floodplain or coastal high hazard area/or does ti have an impact on a floodplain or wetland?
 Yes No Unsure
Comments

3. Is the damaged facility or item of work located within or adjacent to a Coastal Barrier Resource System Unit or an Otherwise Protected rea?
 Yes No Unsure
Comments

4. Will the proposed facility repairs/reconstruction change the pre-disaster condition? (e.g., footprint, material, location, capacity, use or function)
 Yes No Unsure
Comments

5. Dose the applicant have a hazard mitigation proposal or would the applicant like technical assistance for a hazard mitigation proposal?
 Yes No Unsure
Comments

6. Is the damaged facility on the National Register of Historic Places or the state historic listing? Is it older than 50 years? Are there other, sililar buildings near the site? Yes No Unsure
Comments

7. Are there any pristine or undisturbed areas on, or near, the project site? Are there large tracts of forestland?
 Yes No Unsure
Comments

8. Are there any hazardous materials at or adjacnt to the damaged facility and/or item of work?
 Yes No Unsure
Comments

9. Are there any other environmental or controversial issues associated with the damaged facility and/or item of work?
 Yes No Unsure
Comments

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DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
HISTORIC REVIEW ASSESSMENT FOR DETERMINATION OF ADVERSE EFFECT

PA ID NO.	PROJECT NO.	LATITUDE/LONGITUDE
-----------	-------------	--------------------

ADDRESS/LOCATION OF FACILITY/SITE	HISTORIC NAME AND ID #
-----------------------------------	------------------------

HISTORIC STATUS NHL NR/NR eligible State Register or other Contributing to Historic District

1. Describe disaster damage, particularly as it relates to character-defining features:

2. The proposed scope of work will (check all that apply):

Repair or replace non character-defining features Repair and or/replace historic features/elements in kind to return facility to pre-disaster condition.
 Alter or remove historic features/elements. Add non-historic features/elements to a historic facility, setting or
 Disturb, destroy or make archeological resources Include mitigation, an alternate project or an improved project.
 Other _____

3. Describe measures to prevent or minimize loss or impairment of character-defining features:

4. Attachments:

Maps Field Notes Scope of Work Site Plan Nation Register Nomination Form
 Drawings Research Material Project Worksheet Specifications Summary Views of Interested Parties
 Photographs Archeological Other

5. Conclusions:

5a. No Character-defining features will be affected.
 5b. The above action(s) meets the conditions for a Programmatic Exclusion # _____ of the Programmatic Agreement governing historic review.
 5c. The above action(s) substantially conforms with the applicable parts of the Secretary of Interior's Standards and Guidelines for Archeology and Historic Preservation.
 5d. Further consultation with the SHPO and applicant in accordance with the Programmatic Agreement is required.
 5e. Development of STMA or Memorandum of Agreement is required to treat the adverse effect.

6. Assessment of Adverse Effect (check one) No Adverse Effect Adverse Effect

7. Specialist: Your signature shows that you have reviewed this form and related material for conformity with requirements in FEMA's Programmatic Agreement governing compliance with the National Historic Preservation Act; applicable parts of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings 1992 (Standards), the Secretary of the Interior's Guidelines for Archeological Documentation (Guidelines), or any other applicable Secretary of the Interior's Standards, CR 44 CFR Part 206, and FEMA Management Policies, and have provided your best professional opinion.

COMMENTS

NAME	FIELD OF EXPERTISE	DATE
------	--------------------	------

8. Action Taken and Date

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**DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
FORCE ACCOUNT LABOR SUMMARY RECORD**

O.M.B. No. 1660-0017
Expires December 31, 2011

PAGE _____ OF _____

PROJECT NO. _____ DISASTER _____

CATEGORY _____ PERIOD COVERING _____

PA ID NO. _____

APPLICANT _____

LOCATION/SITE _____

DESCRIPTION OF WORK PERFORMED _____

NAME	DATES AND HOURS WORKED EACH WEEK							COSTS				
	DATE							TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											
NAME	REG.											
JOB TITLE	O.T.											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME _____ \$

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME _____ \$

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED _____

TITLE _____

DATE _____

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DEPARTMENT OF HOMELAND SECURITY
 FEDERAL EMERGENCY MANAGEMENT AGENCY
APPLICANT'S BENEFITS CALCULATION WORKSHEET

PAGE _____ OF _____

O.M.B. No. 1660-0017
Expires December 31, 2011

APPLICANT

PA ID NO.

DISASTER

PROJECT NO.

FRINGE BENEFITS (by %)	REGULAR TIME	OVERTIME
HOLIDAYS		
VACATION LEAVE		
SICK LEAVE		
SOCIAL SECURITY		
MEDICARE		
UNEMPLOYMENT		
WORKER'S COMP.		
RETIREMENT		
HEALTH BENEFITS		
LIFE INS. BENEFITS		
OTHER		
TOTAL in % annual salary		

COMMENTS

I CERTIFY THAT THE INFORMATION ABOVE WAS TRANSCRIBED FROM PAYROLL RECORDS OR OTHER DOCUMENTS WHICH ARE AVAILABLE

Name	TITLE	DATE
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Appendix C Individual Assistance Materials

C-1 Disaster Recovery Center Requirements Checklist

C-2 FEMA Disaster Recovery Center Requirements Worksheet

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Appendix C-1 Disaster Recovery Center Requirements Checklist

General Information

Disaster Recovery Centers are sited only in jurisdictions where the need exists and local officials request them. There is no State or federal reimbursement for costs associated with use of the building selected (e.g., rent and utility costs).

Local officials must be willing to provide security at the facility during daily operations. Disaster Recovery Centers may be open for as short as a few days, to as long as a few weeks. Site selection for Disaster Recovery Centers is a joint local, State, and federal responsibility. This process is facilitated when local officials have identified and prepared ahead of time buildings that could serve as Disaster Recovery Centers.

Required

The following should be considered in identifying possible facilities to serve as Disaster Recovery Centers:

- The building must be large enough for the needs of the situation (number of agencies and clients anticipated in the Disaster Recovery Center). This may vary from as few as 1,200 to more than 4,500 square feet. Consequently, it is advisable to identify a variety of buildings of different sizes in different locations within your jurisdiction.
- Sufficient tables and chairs to meet the needs of the situation should be readily available (either in the facility or easily moved to the facility). Each agency working at the facility will need at least one table and five chairs.
- The building must have heat, electricity, good lighting, potable water, rest rooms, and adequate parking.
- Appropriate emergency medical support should be quickly available to the building.
- Appropriate fire protection should be readily available.
- Access to and through the building must be barrier-free for disabled persons. (Disaster Recovery Centers must meet ADA requirements and have a certification to that effect from the local building official on file prior to the disaster.)
- The building owner must be willing to allow FEMA and the SBA to install telephone lines.

Preferred

- The public should generally be familiar with the building.
- The building should be proximate to most of the affected population. Travel time should be reasonable for most of the people affected by the disaster. Public transportation should be available, if possible.
- Custodial support should be available at the facility.
- An indoor waiting area near the entrance to the building is helpful.
- Bilingual support should be available, if appropriate.
- Child care is a useful addition if it can be provided at the facility.
- Local officials should be prepared to help provide supplies, such as trash cans, writing pads, pencils, local telephone directories, maps of the disaster area(s), string, masking tape, etc.

Appendix C-2 FEMA Disaster Recovery Center Site Requirements List

FEMA DRC SITE REQUIREMENTS WORKSHEET

The following is the worksheet that FEMA uses to evaluate potential DRC facilities:

Date site evaluated:	Primary or secondary site (circle one)	
Site address:	County name:	
Site contact/telephone number:	City name:	
After hours contact/telephone:	County E.M. Director/telephone:	
Site accessible hrs:	Site keys: location and who has them?	
days:		
DRC SITE REQUIREMENTS	YES/NO	COMMENTS
Proximate to affected area(s)?		
Parking adequate? (preferably 40 spaces or more, but no fewer than 20 spaces)		
Electricity, water, lighting adequate? <ul style="list-style-type: none"> - adequate power available for fax machines and computers? - water system functioning? - emergency lighting system available? - exterior lighting available? 		
Secure, safe, and sanitary facility? <ul style="list-style-type: none"> - building sound, of good construction, and non-leaking condition? - electric wiring in sound condition or sealed off from contact with staff and clients? (no exposed wiring - no missing receptacle cover plates or damaged receptacles) - sprinkler system operating or fire extinguishers available? - dry floors with no holes or other obstructions? - heating and/or cooling system(s) verified as inspected and functioning properly? - restrooms functional or portable units available? - adequate ventilation of working area? - can doors be locked? - are windows secure? - parking lot lighted/safe for staff and clients to walk to their cars? 		
Lease or use agreement?		
Agreement between county/city officials?		
Building is handicap accessible? <ul style="list-style-type: none"> - adequate handicap parking? - ramp for wheelchair (if necessary)? - doorways wide enough to accommodate wheelchair? - restrooms handicapped accessible, including wheelchair? 		
Space required: (1,200 sq. ft. minimum)		
Existing telephones available to FEMA? Number?		
Incoming telephone cable capacity? <ul style="list-style-type: none"> - number of pairs feeding the facility and cable type? - pre-existing service and telephone or circuit numbers? - contact local telephone company to verify availability of circuits to support minimum of 16 phone lines - Verify that inside wiring can be easily accomplished. Existing cabling may not be reliable. Insure that access to areas including ceilings, telephone rooms, and crawl spaces is available. 		
Tables and chairs available to FEMA? Number? (minimum 15 tables, 60-75 chairs)		
Fax available to FEMA? <ul style="list-style-type: none"> - number of faxes: _____ - make/model #: _____ (Identify for each in comments)		
Janitorial and trash pickup services? Frequency?		
Crowd control devices such as ropes, cones, etc.?		

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Appendix D Typical Individual Assistance Programs

Typical Individual Assistance Programs

HUMANITARIAN SERVICE GROUPS

(e.g., American Red Cross, Church Groups, Voluntary Organizations, Community Service Groups)

Funded by: Agency or group

Administered by: Agency or group at temporary or permanent locations

Details: These services can be requested by individuals or by local or state officials. Services provided include immediate emergency aid such as clothing, food, medical assistance, shelter, cleanup help, transportation, furniture, and medical supplies

EMERGENCY FOOD STAMP PROGRAM

Funded by: Food and Nutrition Services (U.S. Department of Agriculture [USDA])

Administered by: State Department of Social and Health Services (DSHS)

Details: This program provides food coupons to qualified disaster victims. Requires a request to the USDA by the DSHS, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

INSURANCE ASSISTANCE

Administered by: American Insurance Association, Federal Emergency Management Agency, and National Flood Insurance Program

Details: The Insurance Assistance program provides counseling regarding insurance problems or questions.

CONSUMER PROTECTION

Administered by: State Attorney General’s Office

Details: The Consumer Protection program provides counseling regarding consumer problems, such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. It may involve coordination with the Insurance Commissioner and/or legal counsel.

Typical Individual Assistance Programs

CRISIS COUNSELING

Administered by: Jackson County Health and Human Services

Details: Crisis counseling is available only after a special request by the Governor and approved by the Federal Emergency Management Agency. Provides referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

INDIVIDUAL AND FAMILY GRANT PROGRAM

Funded by: 75% Federal, 25% State

Administered by: State Emergency Management

This program provides assistance to individuals and families to permit them to meet disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement for an insurance program.

TEMPORARY HOUSING PROGRAM

Funded by: 100% Federal

Administered by: Federal Emergency Management Agency

Details: This program provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable due to a disaster.

DISASTER LOANS

Funded by: U.S. Small Business Administration (SBA)

Administered by: U.S. Small Business Administration

Physical Disaster Loans - Low-interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.

Business Loans (Physical Disaster Loans) - Low-interest loans to businesses for repair, replacement, or rehabilitation of disaster-damaged property.

Economic Injury Disaster Loans - For businesses suffering economic loss as a result of a single sudden physical event of catastrophic nature. The SBA's maximum loan is \$500,000. Funds can be used for indebtedness and operating expenses.

Typical Individual Assistance Programs

EMERGENCY LOANS, FARMERS HOME ADMINISTRATION

Administered by: U.S. Department of Agriculture (USDA)

Details: This program provides low-interest loans to farmers, ranchers, and agricultural operators (either tenant-operator or owner-operator) for physical and production losses. Loans may also be used to repair or replace farm property and supplies or for repayment of farm operating debts incurred during the disaster year. Loans may also be available if approved by the USDA, following a governor’s request

DISASTER UNEMPLOYMENT ASSISTANCE

Funded by: Federal Emergency Management Agency

Administered by: U.S. Department of Labor through the State Employment Security Department

Details: Provides weekly benefit payments to those out of work due to a disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

TAX ASSISTANCE

Administered by: Internal Revenue Service and Tax Information for Indian Tribal Governments

Details: Tax assistance is available in the form of counseling and income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses, or farming/ranching operations. Benefits may also result from filing amended state income tax returns.

SOCIAL SECURITY BENEFITS

Funded by: Social Security Administration

Administered by: Social Security Administration

Details: This program provides assistance to annuitants with address changes and expedited check delivery, as well assistance in applying for disability, death, survivor benefits, and Social Security Insurance payments.

Typical Individual Assistance Programs**VETERAN'S BENEFITS**

Funded by: Veterans Administration (VA)

Administered by: Veterans Administration

Details: This program provides assistance in applying for VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages. VA representatives will also record address changes, if necessary.

LEGAL SERVICES

Administered by: Federal Emergency Management Agency

Details: This program provides free legal counseling to low-income persons for disaster-related problems. This may include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

Incident Annexes

1

IA 1 – Drought

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Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the City and County EOPs and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City and County Emergency Manager.	
	<input type="checkbox"/> Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	
	<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop Memorandum of Understandings with those private businesses.	
	<input type="checkbox"/> Inform City and County Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
	<input type="checkbox"/> Ensure that city maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> When deemed necessary, implement the Emergency Operations Plan when drought and other water shortage incidents pose a threat.	
	<input type="checkbox"/> Activate the appropriate EOC and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The Tribal and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies.	
	- Identify local, regional, State, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify Command Staff, support agencies, adjacent jurisdictions, Emergency Support Function leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among local and County EOCs, other Agency Operation Centers, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
	<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
	<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
	<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC and designate a lead PIO for the jurisdiction.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead PIO, with support from Tribal liaison(s) prior to dissemination to the public.	
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the Incident Commander/EOC manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the Incident Action Plan (<i>recurring</i>).	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Make recommendations to City and County governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOCs, Agency Operation Centers, and command posts.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.		

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 2 – Earthquake

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NOTE: This annex also includes landslides as a secondary hazard.

An earthquake of 5 or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the Emergency Operations Center (EOC) to better coordinate the flow of information and damage assessment.

Initially, the lead agencies for earthquake response will be the City Police Department and Jackson County Fire District 3. After the initial assessment to determine the extent of damage, injury, and loss of life, the Incident Command System (ICS)/Operations Section lead may transition to the fire service. As emergency response transitions from rescuing casualties to recovery of deceased victims, the City Public Works Department may be expected to assume the role of lead department in the ICS/Operations Section for the City’s earthquake response. The City Public Works Department efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity, including the EOP and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes.	
	- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as needed.	
	<input type="checkbox"/> Participate in earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated, and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOC.	
	<input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Work with the planning department and local planning commissions to establish appropriate infrastructure protection measures in landslide-prone areas.	
	<ul style="list-style-type: none"> - Implement seismic inspection procedures on a regular basis and incorporate improvements to structures, while also updating appropriate mitigation plans. 	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	<input type="checkbox"/> Activate the EOP when earthquake and/or seismic incidents pose threats.	
	<input type="checkbox"/> Activate the appropriate EOC and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.	
	<input type="checkbox"/> Develop work assignments for Incident Command System positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies.	
	<ul style="list-style-type: none"> - Identify local, regional, State, and federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. 	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	<ul style="list-style-type: none"> - Notify Command Staff, support agencies, adjacent jurisdictions, County ESF leads/coordinators, and liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
<ul style="list-style-type: none"> - Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>	

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Confirm or establish communications links among local and County EOC, other Agency Operations Centers, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and federal agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among County ESF 1 – Transportation; ESF 5 – Emergency Management; ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services; and ESF 15 – Public Information and External Affairs.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC and designate a lead PIO for the jurisdiction.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> - Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead PIO prior to dissemination to the public. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. 	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with private-sector partners, as needed. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer. 	
RECOVERY/ DEMobilIZATION PHASE	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	<i>ICS Form 221 – Demobilization Plan</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Release mutual aid resources as soon as possible. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Deactivate/demobilize EOC, Agency Operations Centers, and command posts. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan. 	

Earthquake Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 3 – Major Fire

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Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by City Emergency Manager and Jackson County Fire District 3.	
	<input type="checkbox"/> Participate in City preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the City EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>Basic Plan of the City EOP and agency/company-specific plans</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting fire services agencies.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support.	
	<input type="checkbox"/> Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	<input type="checkbox"/> Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among City EOC, County EOC, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the City EOP</i>	

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Fire Chief directs resources for fires within the City. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	<input type="checkbox"/> Implement local plans and procedures for fire operations.	<i>Agency-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for a local or countywide disaster/emergency declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the Incident Commander and Lead PIO prior to dissemination to the public.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a Situation Report.	

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with the private-sector partners as needed.	
RECOVERY/ DEMOBILIZATION	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>FA 1 of the City EOP and agency recovery plans</i>
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Implement revisions to the City EOC and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 4 – Flood (including Dam Failure)

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IA 4. Flood (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
	<input type="checkbox"/> Coordinate the City’s preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Annually review and update the EOP and SOPs, as needed.	<i>City EOP, Annexes, and agency-specific SOPs</i>
	<input type="checkbox"/> Review flood-prone areas.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
	<input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other City agencies and private contractors relevant to multiple agency response to floods.		
RESPONSE PHASE	<input type="checkbox"/> The City Administrator will provide overall guidance for the deployment of resources.	
	<input type="checkbox"/> Activate mutual aid agreements.	
	<input type="checkbox"/> Activate the City EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.	<i>City Basic Plan, agency and company-specific plans</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for City Emergency Operations Center, Incident Action Plan</i>
	<input type="checkbox"/> Submit request for disaster/emergency declaration, as applicable.	<i>City Basic Plan</i>
	<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the City EOC, as the situation requires.	<i>FA 1 of the City EOP</i>

IA 4. Flood (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Request the Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Participate in a JIC. Formulate emergency public information messages and media responses using “one voice, one message” concepts.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in EOC logbooks.	<i>Existing ICS and Emergency Operations Center forms, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>FA 3 of the City EOP</i>
	<input type="checkbox"/> Assist with in coordinating Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ▪ Storm drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public rights-of-way ▪ Dams (via established liaisons at the City EOC) ▪ Other structures, as needed 	<i>FA 3 of the City EOP</i>
	<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private-sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
	<input type="checkbox"/> Coordinate with City Police Departments, County Sheriff’s Office, and other local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>FA 1 of the City EOP</i>
	Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
	RECOVERY PHASE	<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.
<input type="checkbox"/> Deactivate/demobilize the City EOC. Deactivate mutual aid resources as soon as possible.		<i>FA 1 of the City EOP, ICS Form 221 – Demobilization Plan</i>
<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.		<i>FA 1 of the City EOP and agency-specific recovery plans</i>

IA 4. Flood (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Offer recommendations to City government and Public Works departments for changes in planning, zoning, and building code ordinances.	
	<input type="checkbox"/> Participate in AARs and critiques.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

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IA 5 – Severe Weather (including Landslides)

IA 5. Severe Weather (including Landslides)

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IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City EOP and supporting procedures/plans.	
	<input type="checkbox"/> Monitor weather and flood reports.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. 	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by the City Emergency Manager in coordination with lead agencies and coordinators.	
	<input type="checkbox"/> Participate in City and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	
	<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the City. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform the City and County Emergency Managers of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the County planning department to establish appropriate infrastructure protection measures in landslide/flood-prone areas.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Implement the City EOP when severe weather and/or landslides incidents pose threats to the City.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	<input type="checkbox"/> Develop work assignments for ICS positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies as well as the Mayor and City Council.	
	<ul style="list-style-type: none"> ▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. 	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify Command Staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among local and County EOCs and other Agency Operations Centers. Confirm operable phone numbers and verify the functionality of alternate communications resources.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FAI of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC and designate a lead PIO for the City.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead PIO before dissemination to the public.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the EOC staff will assemble a situation report.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<input type="checkbox"/> Coordinate with private-sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOCs, Agency Operations Centers, and command posts.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 6 – Volcano

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Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	
	<input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> <input type="checkbox"/> Implement a public outreach program on volcano hazards. <input type="checkbox"/> Review public education and awareness requirements. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
	<input type="checkbox"/> Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting County, State, and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
	<input type="checkbox"/> Inform the City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the City EOC and establish Incident or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP, agency and company-specific plans</i>
	<input type="checkbox"/> Implement the City EOP.	
	<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> <input type="checkbox"/> Identify local, regional, and State agencies that may be able to mobilize resources and staff to the City EOC for support 	
	<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Support a Regional Coordination Center, if necessary.	
	<input type="checkbox"/> Establish a JIC. <ul style="list-style-type: none"> <input type="checkbox"/> Provide a PIO for the JIC. <input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners and from County, State, and/or federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.	
<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.		

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209-Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, and State ECC; confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
	<input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that the Red Cross activate and implement local sheltering plans.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the City and/or County EOCs, as the situation requires. The following emergency functions may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> ▪ ESF 1 – Transportation ▪ ESF 2 – Emergency Telecommunications and Warning ▪ ESF 13 – Public Safety and Security ▪ ESF 15 – Emergency Public Information 	<i>FA 1 of the City EOP and County EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through the City EOC (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>FA 1 of the City EOP</i>

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and EOC forms</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending /receiving, them should be documented as part of the EOC log.	<i>Existing EOC forms/templates</i>
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a situation report.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement elements of the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private-sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the City EOC.	<i>FA 1 of the City EOP and agency-specific recovery</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (e.g. landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, and air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 7 – Hazardous Materials (Accidental Release)

IA 7. Hazardous Materials (Accidental Release)

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IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City Emergency Manager, the Fire Protection District, and the County ESF 10 Lead.	
	<input type="checkbox"/> Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in hazardous materials scenarios.	
	<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the Hazardous Materials Team.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify 9-1-1-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. 	
	<input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan (NWACP)</i>
	<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until hazardous materials response teams arrive.	
	<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
	<input type="checkbox"/> If the situation warrants, request activation of the City or County via the Incident Commander through the City Manager.	<i>FA 1 of the City EOP</i>

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate the City EOC, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for victims.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify hazardous materials supporting agencies.	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ▪ Identify local, regional, and/or State agencies that may be able to mobilize resources to the City EOC for support. 	
	<input type="checkbox"/> Contact OERS at 1-800-452-0311 for technical assistance and support in requesting the regional Hazardous Materials Team.	<i>OERS is available 24 hours a day.</i>
	<input type="checkbox"/> Assign liaisons to the City EOC representing government agencies; private entities (e.g., railroad companies, chemical manufacturers, etc.); and other stakeholders.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ▪ For incidents occurring on State highways, ensure that ODOT has been notified. 	
	<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> ▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. 	<i>ESF 11 Annex of the County EOP</i>

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> A lead PIO will be designated by the City Manager. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident.	
	<input type="checkbox"/> Implement local plans and procedures for hazardous materials operations. Implement agency-specific protocols and Standard Operating Procedures. Ensure that copies of all documents are available to response personnel.	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ▪ For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the Geographic Response Plan applicable to the incident site and support procedures according to the Northwest Area Contingency Plan. 	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Based upon the incident’s size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Establish a victim decontamination and treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms FA 1 of the City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional Hazardous Materials teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish the JIC, as needed.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses using “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 of the City EOP</i>

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the lead PIO before dissemination to the public and/or media partners. 	
	<ul style="list-style-type: none"> ❑ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. 	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<ul style="list-style-type: none"> ❑ Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the EOC log. 	
	<ul style="list-style-type: none"> ❑ Develop and deliver situation reports (<i>recurring</i>). At regular intervals the EOC staff will assemble a Situation Report. 	
	<ul style="list-style-type: none"> ❑ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<ul style="list-style-type: none"> ❑ Implement objectives and tasks outlined in the IAP (<i>recurring</i>). 	
	<ul style="list-style-type: none"> ❑ Coordinate with private-sector partners, as needed. 	
	<ul style="list-style-type: none"> ❑ Ensure that all reports of injuries, deaths, and major equipment damage due to hazardous materials incidents are communicated to the Incident Commander and/or Safety Officer. 	
	<ul style="list-style-type: none"> ❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City EOC, the responsible party (if known), and the Oregon Department of Environmental Quality. 	
RECOVERY/ DEMOBILIZATION PHASE	<ul style="list-style-type: none"> ❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private-sector partners. 	
	<ul style="list-style-type: none"> ❑ Release mutual aid resources as soon as possible. 	
	<ul style="list-style-type: none"> ❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. 	
	<ul style="list-style-type: none"> ❑ Deactivate/demobilize the City EOC. 	
	<ul style="list-style-type: none"> ❑ Correct any response deficiencies reflected in the Improvement Plan. 	

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 7. Hazardous Materials (Accidental Release)

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IA 8 – Public Health Incident

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IA 8. Public Health Incident

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in training and exercises, as determined by City and County Emergency Manager and/or the County Health and Human Services Department.	
	<input type="checkbox"/> Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
	<input type="checkbox"/> Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention, and FEMA in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.	
	<input type="checkbox"/> Inform City and County Emergency Managers of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Monitor and report the presence of contagious infections within the City.	
	<input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies.	
	<input type="checkbox"/> Maintain medical supplies and equipment.	<i>Hospital Standard Operating Procedures</i>
	<input type="checkbox"/> Coordinate with the Sanitarian to ensure drinking water quality.	<i>Water District Standard Operating Procedures</i>
	<input type="checkbox"/> Coordinate with the Sanitarian to provide safe wastewater and sewage disposal.	<i>Water District Standard Operating Procedures</i>
RESPONSE PHASE	<input type="checkbox"/> The County Health and Human Services Department will initially respond, assume initial Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat.	
	<input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify 9-1-1 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements. 	

IA 8. Public Health Incident

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that area hospitals have been notified. 	<i>HOSCAP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and the Oregon State Public Health Department. 	
	<ul style="list-style-type: none"> ▪ If the pathogen or agent requires laboratory analysis, County Health and Human Services Department may request analytical assistance from the Oregon State Public Health Laboratory. 	
	<ul style="list-style-type: none"> ▪ If animal health and vector control is required, these services are to be requested through County Emergency Management or from Extension Services. 	
	<ul style="list-style-type: none"> ▪ Coordinate sanitation activities and potable water supply provisions. 	
	<ul style="list-style-type: none"> ▪ Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Collect and report vital statistics. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities. 	
	<ul style="list-style-type: none"> ▪ Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the County EOC. 	<i>HOSCAP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate the County EOC, coordinate response activities among Agency Operations Centers and Incident Command Post, and establish Incident or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. 	

IA 8. Public Health Incident

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify all other supporting agencies of the response, requesting additional support as necessary.	
	<ul style="list-style-type: none"> ▪ Identify local, regional, State, and Federal agencies that may be able to mobilize resources to the County EOC for support. 	
	<input type="checkbox"/> Assign a liaison to other County EOCs to facilitate resource requests.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other EOCs, and the State ECC. Confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> The County Emergency Manager, in collaboration with the County Health and Human Services Department, designates a County PIO representative. The PIO will issue public health information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure, as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF 1 – Transportation; ESF 5 – Emergency Management; ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services; and ESF 15 – Public Information and External Affairs.	
	<input type="checkbox"/> Establish treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	

IA 8. Public Health Incident

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Establish a JIC, as needed.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the PIO prior to dissemination to the public and/or media partners. 	
	<ul style="list-style-type: none"> ▪ Develop and disseminate public information programs regarding personal health and hygiene. 	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the (<i>recurring</i>).	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Coordinate with private-sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the County EOC for transmittal to the County Health and Human Services Department as soon as it is available.	

Public Health Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <input type="checkbox"/> For handling of fatalities, coordination between the County Health and Human Services Department and County EOC is needed for medical examiner services. 	
RECOVERY/ DEMOBILIZATION PHASE	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Release mutual aid resources as soon as possible. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the AAR/Improvement Plan. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Deactivate/demobilize the County EOC. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov) 	

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IA 9 – Terrorism

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1 Purpose

Incident Annex (IA) 9 is intended to provide for the coordinated and safe response to possible terrorist incidents within the City of Eagle Point. It provides general procedures for the timely, efficient, and safe response by City personnel to terrorist incidents, including bomb threats, mail bombs, and/or the discovery of a suspicious object that could be an explosive device. This annex is intended to be used as a framework for the development of Bomb Threat Response Plans for each City facility and also serves as a guide for assisting other agencies, private business, and industry in responding to threats or potential threats to their facilities.

2 Situations and Assumptions

2.1 Situation

- All government facilities, including public schools, libraries, reservoirs, and recreation facilities, are potential targets for domestic or international terrorists, militant groups, or any other person desiring to plan or mail an explosive or incendiary device (bomb) or some form of contaminant.
- Even though most of the bomb threats received are false, each situation has to be handled as if it were real, until it is determined otherwise.
- Most bombs, including mail bombs, are homemade and are limited in their design only by the imagination of and resources available to the bomber. The only common denominator that exists among bombs is that they are designed or intended to cause injury and/or damage.
- Increased physical security measures in response to terrorist threats can generate inconveniences for the public and city employees.
- There is an increasing possibility that a weapon of mass destruction (WMD) may be used within the City or surrounding area. Such weapons include chemical and biological agencies, radioactive materials, and large conventional explosions such as truck/car bombs.
- In the case of a found suspected explosive device, a mutual aid request will need to be made to the Oregon State Police (OSP) Bomb Squad.

2.2 Assumptions

- Threats made against “government” in general should be viewed as a threat against the City.
- If a terrorist incident occurs, proper planning will instill confidence in the leadership and reduce the potential for personal injury and property loss.

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- Proper planning can also reduce the threat of panic. Once a state of panic has been reached, the potential for injury and property damage is greatly increased. The primary goal of most bomb threats is to cause panic.
- Even though the threat of a chemical, biological, or radiological materials being used in an attack is low, all responders need to be aware of this potential. All first responders need to include the probability of such attacks, during their situation assessment, when approaching/arriving at a scene of a possible terrorist attack.
- Depending on the severity of the incident, this annex will be implemented along with the Basic Plan. Additional plans, appendices, and procedures that may be executed in conjunction with this annex include Mass Casualty Incident Protocols, Mass Fatality Plan, Hazardous Materials Annex, Police Policies and Procedures, and Fire Department Standard Operating Guidelines.

3 Background – Terrorism

3.1 Definition

Terrorism is the unlawful use of force or violence by a person or an organized group against people or property with the intention of intimidating or coercing societies or governments, often for ideological or political reasons.

3.2 Possible Types of Terrorist Incidents

- Arson.
- Assassinations or random shootings.
- Bombings or bomb threats.
- Interruption of resources, utilities, and/or services.
- Kidnapping and extortion.
- Threat to use or the use of chemical, biological, or radiological agents.

3.3 Potential Targets

- Government facilities and events:
 - High profile court cases
 - Public and private schools, including universities and research centers
 - Political fundraisers, campaigns and conventions
- Elected officials and City employees.
- Religious establishments and events.

- Utilities.
- Transportation.
- International businesses/corporations.
- International sporting events.

3.4 Potential Consequences of a Terrorist Incident

- Mass fatalities and morgue operations.
- Mass casualties.
- Entrapment/structural collapse.
- Hazardous materials incident.
- Resource shortage.
- Airborne pathogens.
- Managing victims' families.
- Sheltering and care of displaced people.
- Critical incident stress debriefing/mental health support for responders, victims and families of victims.
- Traffic management.
- Crowd control.
- Hostage negotiations.
- Special Weapons and Tactics (SWAT)/Community Emergency Response Team (CERT).
- Arrival of local, national, and international media.
- Arrival of expedient volunteers, skilled and unskilled.
- Arrival of politicians and other dignitaries.

4 Concept of Operations

4.1 Facility Security

4.1.1 Security Levels

- General.

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- During periods where there is a potential or actual increase in the threat of attacks against government facilities, elected officials or City employees, consideration should be given to implementing procedures that will reduce the vulnerability of City facilities.
- Since the types and severity of threats received by the City vary, four security levels have been developed to provide the City with progressive levels of response.
- The City Administrator and Police Chief will determine the security level implemented by the City. The level will be set based on an assessment of potential or actual threats to the City, surrounding jurisdictions or government in general.
- Each security level has corresponding actions that should be taken and physical security measures that need to be implemented. The threat parameters listed are only guidelines for use in the decision making process.

■ Normal

- Threat
 - No perceived threat beyond the normal “nuisance” types
- Actions
 - Normal daily routines

■ Low

- Threat
 - Threats are received that the City Administrator and Police Chief see as potentially serious in nature but there is no evidence that the capability exists for the threats to be carried out.
 - A highly visible or unpopular activity is scheduled to take place
 - General threats against government are received nationally or regionally.
- Actions
 - Implement appropriate physical security measures.
 - Increase attention to visitors in City facilities.
 - Conduct periodic checks of remote sites.

■ Medium

- Threat

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- Law enforcement information indicates an organized threat against government in the region.
- General threats of a serious nature are received and it is determined that the capability to carry out the threats exists.
- Threats were carried out in other parts of the country and federal law enforcement agencies advise that additional government facilities may be targeted.
- Actions
 - Implement required physical security measures.
 - Initiate route patrols and security checks of all City facilities on a 24-hour basis.
- **High**
 - Threat
 - Specific threats directed against the City or a specific City facility are received and are determined to be valid.
 - Threats against other government facilities in the area have been carried out and the potential for additional “attacks” exist.
 - Actual device has been located or detonated and suspect(s) are still at large.
 - Actions
 - Implement required physical security measures.
 - Staff all City facilities 24 hours a day.

4.1.2 Physical Security

4.1.2.1 General

- Most City facilities already have some security in place. Locks on windows and doors, outside lights, cameras, etc. are all designed and installed to contribute to the security of a facility and the protection of its occupants.
- No single security plan can apply to all situations; however, basic crime prevention procedures can be a good starting point. The Police Department can help design specific plans for individual City facilities.
- While the necessity to maintain good public relations is recognized, the City’s responsibility also encompasses the safety and protection of the public and its employees within its facilities. The threatened use of explosives necessitates that, in

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the interest of safety and security, some inconvenience may have to be imposed on employees and visitors to public buildings.

- A building's configuration is very important; unfortunately, architects rarely give consideration to security, particularly toward thwarting or discouraging a bomb attack. With the addition of fencing and lighting, and by controlling access, vulnerability of a facility to a bomb attack can be reduced significantly.

4.1.2.2 Physical Security Measures

- Security measures should be implemented as soon as possible after notification of change in the security level is received. The measures listed below are provided as recommended minimums; additional measures may be implemented as necessary.
- The following physical security measures, listed by security level, are provided as a means of reducing the vulnerability of City facilities to bomb attacks.
 - **Normal**
 - Standard policy and procedures for security office areas should be adhered to.
 - Doors or access ways to such areas as boiler rooms, storage rooms, mail rooms, computer areas, switchboards, elevator control rooms, and vacant rooms will remain locked when not in use.
 - Good housekeeping is also vital. Trash or dumpster areas should remain free of debris. A bomb or other explosive device can easily be concealed in the trash. Combustible materials should be properly disposed of or protect, if further use is anticipated.
 - **Low**
 - Ensure that normal security procedures are being followed.
 - It is important to establish accountability of all building and office keys. If keys cannot be accounted for, locks should be changed. In the case of the electronic locks, the missing key(s) should be deactivated in the system.
 - Public areas should be checked periodically, especially at the beginning and end of the workday.
 - Departments/offices should establish a single point of entry to their areas which will be monitored by a staff member.
 - Checks should be made of all unstaffed City facilities to ensure that they are secure.

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● **Medium**

- Advise all employees, especially security and maintenance personnel, to be alert for people who act in a suspicious manner and for objects, items, or parcels that look out of place or suspicious. Routine checks or surveillance should be established that include potential hiding places (e.g., stairwells, restrooms, and any unsecured vacant office space) for unwanted individuals.
- Initiate routine patrols and security checks of all City facilities on a 24-hour basis.
- Controls should be established for positively identifying personnel who have authorized access to City facilities and for denying access to unauthorized personnel.
 - Facility entrances and exits should be modified with barriers, etc., to channel all visitors past a central reception desk that is staffed during normal operating hours.
 - Individuals entering the building would be required to sign a register indicating the department they wish to visit and show a current form of picture identification.
 - When the individual departs, they will be required to sign out.
 - Employees will also be required to enter and exit past the central reception desk. They will be required to show their City identification when they enter, but will not need to sign the register.
 - For an additional security measure, a list of employees dismissed from the City within the past six months should be provided to the person staffing the reception desk.
- Ensure that all surveillance cameras are operating properly and notify Operations/Facilities of any that are not working properly.
- In the case of a bombs being delivered by motor vehicle or left in a motor vehicle:
 - Employees should be aware of suspicious motor vehicles, especially if they are illegally parked, or the occupants of one vehicle have parked it and leave the area in a second vehicle.
 - Plans for restricting parking to at least 300 feet from the building or any building in a complex should be developed or reviewed.
 - If restricted parking is not feasible, establish procedures for properly identifying employees' vehicles, which should be

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parked closest to the building, while visitors' vehicles parked at a distance.

- High
 - Advise all employees, especially security and maintenance personnel, to be alert for people who act in a suspicious manner and objects, items, or parcels that look out of place or suspicious. Routine checks or surveillance should be established to include potential hiding places (e.g., stairwells, restrooms, and any unsecured vacant office space) for unwanted individuals.
 - Staff all City facilities 24 hours a day.
 - Controls should be established for positively identifying personnel who have authorized access to City facilities and for denying access to unauthorized personnel.
 - Facility entrances and exits should be modified with barriers, etc. to channel all visitors past a central reception desk that is staffed during normal operating hours.
 - Individuals entering the building would be required to sign a register indicating the department or person they wish to visit, the reason for the visit, and show a current form of picture identification.
 - Employees at these reception desks should contact the person to be visited and advise him or her that a visitor is in the lobby, providing the visitor's name and the purpose of the visit. The person to be visited may decide to come to the lobby to ascertain that the purpose of the visit is valid.
 - Once the reason for the visit is validated, the visitor will be provided with a Visitor Badge and instructed to wear it at all times while in the building.
 - When the individual departs the building, they will turn in the Visitor Badge and sign out in the register.
 - Access controls should be extended to the inspection of all packages and materials being brought into the building.
 - Bombs being delivered by motor vehicles or left in a motor vehicle are a grave realty.
 - Suspicious vehicles, such as van trucks, should be reported to the Police Department.

4.2 Response

4.2.1 Bomb Threat at a City Facility

See Appendix A-1 – Bomb Threat Checklist for immediate actions to take when in receipt of a bomb threat.

4.2.1.1 General

- Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally, these calls are through a third party. Sometimes a threat is communicated in writing or by a recording.
- Two logical explanations for making a bomb threat are:
 - The caller has definite knowledge or believes that an explosive or incendiary bomb has been or will be placed and he/she wants to minimize personal injury or property damage. The caller may be the person who placed the device or someone who has become aware of such information.
 - The caller knows that there is no bomb but wants to create an atmosphere of anxiety and panic, which will, in turn, result in a disruption of the normal activities at the facility where the device is supposedly placed.
- Training is essential to deal properly with a bomb threat incident. Instruct all personnel, especially those at the telephone switchboard, what to do if a bomb threat is received.
- If the caller provides a time of detonation, the Incident Commander will ensure that everyone, including search teams, are at least 300–500 feet away from the building at least 30 minutes prior to that time. No one will be permitted to return to the facility until at least 30 minutes after the indicated detonation time, unless cleared by the Explosive Ordnance Disposal (EOD) Unit.

4.2.1.2 Evacuation

- The standard policy for the City of Eagle Point is that evacuation will be initiated in response to all bomb threats.
- Fire alarms will not be used to initiate evacuation in the event of bomb threats or found suspected devices. Use of a public address and intercom system is recommended, as well as runners or telephone notifications.
 - A general statement should be used such as: “An emergency exists that requires City Hall to be evacuated. Please evacuate to the north end of the City Hall building and assemble in the parking lot.”
- Notification of the threat and evacuation of the facility needs to be made to the City Administrator and Police Chief. The department head responsible for the City facility

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- involved should also be notified. The Fire District will be notified and asked to stage within one block of the facility.
- The designated Building Monitor will be the Incident Commander until relieved by a Police Supervisor or other designated Incident Commander.
 - A Mobile Command Post will be established in the area for use by the Incident Commander.
 - The facility's normal evacuation plan will be used, with some additions.
 - If a specific area or department is the target of the threat, or if a suspicious item was found, individuals should be posted to direct evacuating personnel away from that area.
 - If possible, priority should be given to evacuating areas in/near the "targeted" area and those on the floors above and below it.
 - Employees should evacuate as quickly as possible, but as they leave their work areas, they should make sure to note any suspicious objects/items that they see. They should report these to their Floor Monitor, the Incident Command Post, or the person in charge of their assigned assembly area.
 - Based on the threat or type of device that is located, the Building Monitor or Police Incident Commander may recommend evacuation to a location other than the primary assembly area.

4.2.1.3 Search

See Appendix B for search procedures.

- The City Administrator, in consultation with the Chief of Police (or designee), will determine the type/extent of search that will be conducted in response to the threat.
- Police personnel and other emergency responders (if available) will be teamed up with building occupants for searching the facility.
- The Incident Commander will be responsible for developing the search plan and assigning the search teams.
- Each search team will be briefed, before re-entering the facility, on:
 - Area responsible for searching.
 - Dos and Don'ts for searching.
 - Type or extent of search:
 - Full detailed search.
 - Walk through search.

- Detailed search of public areas only.
- It is imperative that personnel involved in a search be instructed that their only mission is to search for and report suspicious objects. Under no circumstances should any one move, jar, or touch a suspicious object or anything attached to it.

4.2.1.4 Suspicious Objects – Suspected Explosive Devices

- General
 - Bombs can be constructed to look like almost anything and can be placed or delivered in any number of ways.
 - Explosive devices are not always hidden. In some cases, they are placed in the open and are quite visible, but not recognizable as an explosive device.
 - Any item that is out of the ordinary for a particular place should be treated as a suspected device. Some examples include:
 - A package waiting outside the entrance to a building before the start of the workday.
 - A trash can moved from its normal place to a location where it blocks or partially blocks a building entrance.
 - A rental car, van, or truck illegally parked near a building.
- Suspected Device Located
 - Evacuate the facility, if not already done. No one will be authorized to re-enter the facility until it has been cleared by the Bomb Disposal Unit.
 - The removal or disarming of a bomb must be left to the professionals in explosive ordnance disposal. When a suspicious object is discovered, the following procedures are recommended:
 - Report the location and an accurate description of the object to the Incident Commander.
 - Identify the danger area, and block it off with a clear zone of at least 300 feet, including floors below and above the object.
 - Check to see that all doors and windows are open to minimize primary damage from blast and secondary damage from fragmentation.
 - Do not permit re-entry into the building until the device has been determined not to be a hazard or removed/disarmed and the building is declared safe for re-entry.

4.2.2 Bomb Threat at a Non-City Facility

4.2.2.1 General

- The City Police Department may be dispatched to facilities owned/maintained by other agencies or private business and industry if/when they receive bomb threats.
- When responding to a threat, Police Officers will only serve in an advisory capacity and will only provide information and recommendations. All decisions on actions to be taken must be made by the facility representative. No radio transmissions will be made from the inside of any building being searched.
 - Police Department personnel are expected to handle bomb threats in a manner that will not cause unnecessary risk to department members or the public, utilizing caution to ensure that the rights of the property owner are not unnecessarily interfered with.
- If resources permit, and at the discretion of the Police Chief/Watch Commander/Shift Supervisor, Police Officers may assist facility personnel in conducting a search of the facility.
- Optimally, an Officer would be assigned to each search team of facility personnel. Not being familiar with facility and what belong/doesn't belong, an Officer's primary role will be to remind the search team members of the "Dos" and more importantly the "Don'ts" in conducting a search.

4.2.2.2 Response

- Evaluate the situation. At no time will an Officer order any evacuation; the Officer's role is to assist and help evaluate.
- The Officer will point out dangerous conditions to the complainant. Decisions will be the responsibility of the property owner or manager.
- Recommend to the complainant that, if a search is to be conducted, the persons in charge of specific areas should conduct the search of those areas.
 - They are likely to be the most familiar with their areas and items that belong, or items that are out of place.
 - The Officer will suggest that suspicious items be left alone and that the Police be notified of its location.
- If a time of detonation is provided by the caller, the Officer:
 - May suggest to the complainant that the building be cleared at least 30 minutes prior to the stated time.
 - May also suggest that the occupants not return to the facility until at least 30 minutes after the stated time.

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- Shall remove themselves from the area at least 500 feet from the building during the danger period.
- If no device is located and no explosion occurs, the Officer will clear the area and complete a report.
- If a suspected device is located:
 - Depending on the type of device, there is a slight chance that the radio waves given off by cellular phones and radios may cause it to detonate.
 - The Officer will immediately notify dispatch by landline, if possible, of its location and provide a basic description of the device.
 - Communications at or near the bomb site will be made by landline telephone as much as possible. When possible, Officers should move a safe distance (500 feet) from the site before transmitting by radio or cellular phone.
 - The property owner or manager shall be given the option to make arrangements for the removal of the device, or request the department's assistance.
 - If the owner requests the department's assistance, the OSP EOD Unit will be contacted.
- The Officer will suggest to the complainant that a safe distance to withdraw from the device is at least 500 feet.
- The Officer will stop all traffic on public roadways within the 500-foot hazard area, as police resources permit, and standby for assistance.
 - Additional personnel and resources for blocking roadways and rerouting traffic can be obtained from the Public Works Department.

4.2.3 Mail/Package Bombs

See Appendix C for more information.

4.2.4 Response to Report of Explosion

- Life safety of responders and the public take precedence.
- In most incidents, the cause of an explosion may not be identified as a terrorist bomb until after emergency responders have arrived at the scene.
- Always consider the possibility of a secondary device being planted near the first, or near access routes, with the intent of targeting emergency response personnel.

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- Establish a perimeter that is large enough to contain the area of blast/damage as well as the on-scene command post, triage/treatment areas, and staging assembly areas (as needed).
 - All response activities established inside the cordon need to be 500–1000 feet away from the initial blast area to minimize the impact of any secondary devices that may be detonated.
 - Evacuate all unauthorized individuals out of the perimeter area. Identify an area outside of the cordon where potential witnesses can be sent to be interviewed.
 - Establish access controls to ensure that only authorized personnel are entering the area.
- Establish a triage/treatment area away from the blast site and expeditiously remove all victims from the blast area to this location before beginning any treatment.
- Response to all explosions should be handled in a manner to protect evidence at the scene that will be beneficial in determining the cause, even if it was not a terrorist act.

4.2.5 Weapons of Mass Destruction

See Appendix E for more information.

5 Organization and Responsibilities

5.1 Organization

- ICS will be used at the incident scene as the organizational structure for response activities. The structure will be expanded as needed by the Incident Commander.
- When a suspected device is found, the City Police Department will assume control of the incident and will be responsible for coordinating mutual aid support by the OSP Bomb Disposal Unit.
- If an explosive device detonates causing injuries, fatalities, and/or starts a fire, Fire District 3 may assume command during life safety and fire suppression operations or a Unified Command between police and fire could be established.

5.2 Responsibilities

5.2.1 All

- Conduct size-up of the scene
 - Approximately how many casualties and fatalities.
 - Was there a structural collapse, or is there a potential for a structural collapse? Are there any victims trapped in the collapse?

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- Are there any indications that the explosion dispersed a chemical, biological, or radiological agent?
- Did the explosion start a release of industrial hazardous materials?
- Observe the conduct of the crowd. Identify possible witnesses or suspicious-looking individuals.
- Maintain scene security and preservation of evidence.
- Check the immediate surrounding area for a possible secondary device.

5.2.2 Fire

- Fire suppression.
- Command and control, as needed.
- Light and heavy rescue.
- Triage and treatment of victims.
- Hazardous materials response, as needed.
 - Detection/identification
 - Victim recovery/rescue
 - Scene stabilization.
 - Decontamination of victims, response personnel and equipment.

5.2.3 Emergency Medical Services

- Transport victims.

5.2.4 Public Works Department

- Debris removal.
- Traffic control.
 - Establish barricades to prevent/restrict access.
 - Erect detour signage.
 - Provide personnel to staff barricades and direct traffic.
 - Coordinate with Police and Traffic Engineering to determine the detour route(s).
- Heavy equipment and operators to support fire in heavy rescue or hazardous materials scene stabilization.

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- Assistance in damage assessment and evidence collections, as requested/needed.
- Coordinating restoration of interrupted utilities and services.
- Providing/coordinating support for shoring up unsafe structures (primarily for City facilities).
- Providing technical support on waste/storm water systems.
- Ensuring adequate water supply for fire suppression and decontamination operations.
- Restoration of interrupted water service.
- Coordination with Police and Operations to determine detour route(s).

5.2.5 Community Development – Building Division

- Damage assessment, including evaluation of structural integrity of buildings impacted by the explosion.
- Technical support for shoring unsafe structures.

5.2.6 Police Department

- Command and control.
- Scene security.
 - Establish and maintain perimeter.
 - Coordinate with Operations and Traffic Engineering to determine detour routes(s).
 - Coordinate with Operations on resources and personnel needed to support perimeter security and traffic control.
 - Coordinate/establish access controls for entry into incident scene.
- Conduct criminal investigation
 - Provide scene documentation
 - Collect evidence (including from victims transported to hospitals) and preservation.
 - Identify/interview possible witnesses.

5.2.7 Explosive Ordnance Disposal Unit

The OSP EOD Unit is the regional EOD for the area that includes the City.

- The EOD Unit's primary function is to obtain any explosive and dispose of it under recommended procedures.

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- The E explosives that are most commonly dealt with by the unit are dynamite, water slurries, ammonium nitrate/fuel oil, ether, phosphorus, picric acid, potassium, sodium, railroad torpedoes, black powder, primers, boosters, detonating cord, fuse, electric and non-electric blasting caps, and major fireworks.
- Calls for found military explosives will also be handled by the unit; however, they may require assistance from the military (Fort Lewis, Washington Emergency Operations Center)

5.2.8 Federal Bureau of Investigations

- While the Federal Bureau of Investigations (FBI) would like to be notified of potential/confirmed bomb incidents, as a courtesy, their response will be limited to incidents involving federal buildings.

5.2.9 Bureau of Alcohol, Tobacco, and Firearms

- The Bureau of Alcohol, Tobacco, and Firearms does not need to be notified unless the incident is in/on federal property.
- They will assist local law enforcement after a bomb has exploded or assist in the identification of a “defused” explosive device.

5.2.10 Military

- The military will only be involved at the request of the OSP EOD Team, or if the OSP team is not available. The Incident Commander may contact the military.

6 References

- Emergency Response to a Criminal/Terrorist Incident; Participant Handbook
- Emergency Response to Terrorism; FEMA Self Study, Student Manual
- Toxic Chemical Training for Terrorism Response; Course Book
- Oregon Pre-Hospital Provider Course, Chemical Stockpile Emergency Preparedness Program; Course Book

7 Appendices

- Appendix A – Initial Threat Procedures
- Appendix A-1 – Bomb Threat Checklist
- Appendix B – Search Procedures
- Appendix C – Mail/Package Bomb
- Appendix D – Outline for Developing a Facility Bomb Threat and Bomb Incident Plan

- Appendix E – Weapons of Mass Destruction
- Appendix F – Terrorism Checklist

Appendix A Initial Threat Procedures

The following are initial actions to take when in receipt of a bomb, radiological, biological, or chemical threat.

■ Phoned Threat

- Instruct all personnel, especially those that routinely answer phones for a specific department or office, what to do if a threat call is received.
- It could be beneficial for more than one person to listen in on the call. To do this, a covert signaling system may need to be developed.
 - This could be something as simple as a brightly colored piece of paper with the word “Threat Call” on it, which the person receiving the call could hold up.
 - Instructions and any items to be used as the covert signal should be kept by each phone, along with the Threat Checklists (see Appendix A-1).
- A calm response to the caller could result in obtaining additional information.
 - This is especially true if the caller wishes to avoid injuries or deaths.
 - For bomb threats – If told that the building is occupied or cannot be evacuated in time, the bomber may be willing to give more specific information on the bomb’s location, components, or method of initiation.
- The caller is the best source of information about the device. When a threat is called in, initiate the appropriate threat checklist (bomb, or biological/chemical/radiological) and try to get someone else’s attention who could listen in or start making notification:
 - Keep the caller on the line as long as possible. Ask him/her to repeat the message. Record every word spoken by the person.
 - If the caller does not indicate the location of the bomb, or the time of possible detonation, ask him/her for this information.
 - Inform the caller that the building is occupied and the detonation of the bomb could result in death or serious injury to many innocent people.
 - Pay particular attention to background noises, such as motors running, music playing, and any other noise that may provide a clue regarding the location of the caller.
 - Listen closely to the voice (male, female), voice quality (calm, excited), accents, and speech impediments.

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- Immediately after the caller hangs up, report the threat to your supervisor or the senior person present for your office or department.
- Report the threat and all applicable information immediately to Police Records.
 - If your phone has a numeric display and caller identification or call back function, initiate the function and document the phone number. Be sure to provide this number to the Police.
 - If an evacuation of the building is ordered, take the completed threat checklist with you and remain available, as law enforcement personnel will want to interview you.
 - The senior officer on duty will notify ESCO and advise them of the situation, what action is going to be taken, and based on the nature of the threat, what emergency services, if any, are required.
- **Written Bomb Threat**
 - **Once the message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort must be made to retain evidence such as fingerprints, handwriting, or typewriting, paper and postal marks.**
 - When a written threat is received, save all materials, including any envelope or container. All of these items will prove essential in tracing the threat and identifying the writer.
 - While written messages are usually associated with generalized threats and extortion attempts, a written warning of a specific device may occasionally be received. It should never be ignored.
 - Report the threat and all applicable information immediately to the City Police Department.
 - The City Police Department will coordinate with Emergency Communications of Southern Oregon and/or other Police Departments any notifications that need to be made to State or federal agencies.
 - Remain available, as law enforcement personnel will want to interview you.

Appendix A-1 Bomb Threat Checklist

A copy of this checklist needs to be maintained with each phone in the facility.

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK:

- 1. Where is the bomb? _____
- 2. What does it look like? _____
- 3. When is the bomb going to explode? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. Where are you calling from? _____
- 9. What is your address? _____
- 10. What is your name? _____

CALLER'S VOICE

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If the voice is familiar, whom did it sound like? _____

Were there any background noises? _____

Remarks: _____

Name of person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____

(Refer to bomb incident plan – See Appendix D for more information)

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Appendix B Search Procedures

■ General

- It is advisable to use more than one individual to search any area or room, no matter how small.
- Have signs or markers indicating “search completed” which can be conspicuously posted in areas that have been searched, or secure a piece of tape across the door and door jamb approximately the same height as the door knob.
- Encourage the use of common sense or logic in searching. If a guest speaker at a convention center has been threatened, common sense would indicate searching the speaker’s platform and microphones first, but always return to the searching technique.
- Do not rely on random or spot-checking of only logistical target areas. The bomber may not be thinking logically.
- The search teams should not use portable radios and should not turn any wall switches on or off in rooms for light or not light. (The use of two-way radios or switching lights on or off during a search can cause premature detonation of an electric blasting cap.)
- The following room search technique is an example provided by the Bureau of Alcohol, Tobacco, and Firearms and is based on the use of a two-person searching team.
 - There are many minor variations possible in searching a room. The following contains only the basic techniques for doing a detailed search.
 - The room searching technique can be expanded and applied to search any enclosed area.

■ Detailed Search

- **Pre Sweep**
 - When the two-person search team enters the room to be searched, they should first move to various parts of the room and stand quietly with their eyes closed and listen for a clockwork device.
 - Frequently, a clockwork mechanism can be quickly detected without use of special equipment.
 - Even if no clockwork mechanism is detected, the team is now aware of the background noise level within the room itself.

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- The individuals in charge of the room searching team should look around the room and determine how the room is to be divided for searching and to what height the first searching sweep should extend.
 - Divide the room into two virtually equal parts, selecting physical items to mark the dividing line. This equal division should be based on the number and type of objects in the room to be searched and not on the size of the room.
 - The first sweep will cover all items resting on the floor up to the selected height.
- **First Sweep**
 - Look at the furniture or objects in the room and determine the average height of the majority of items resting on the floor.
 - In an average room, this height usually includes tables or desktops and chair backs.
 - The first searching height usually covers the items in the room up to hip height.
 - After the room has been divided and a searching height has been selected, both individuals go to one end of the room division line and start from a back-to-back position. This is the starting point, and the same point will be used on each successive searching sweep.
 - Each person now starts searching his/her way around the room, working towards the other person, checking all items resting on the floor around the wall area of the room. When the two individuals meet, they will have completed a “wall sweep.”
 - They should then work together and check all items in the middle of the room up to the selected hip height, including the floor under the rugs.
 - This first searching sweep should also include any items mounted on or in the walls, such as air-conditioning ducts, baseboard heaters, and built-in wall cupboards, if these fixtures are below hip height.
 - The first searching sweep usually consumes the most time and effort.
- **Second Sweep**
 - The individual in charge again looks at the furniture or objects in the room and determines the height of the second searching sweep. This height is usually from the hip to the chin or top of the head.

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- The two persons return to the starting point and repeat the searching technique at the second selected searching height.
- This sweep usually covers pictures hanging on the walls, built-in bookcases, and tall table lamps.
- **Third Sweep**
 - When the second searching sweep is completed, the person in charge again determines the next searching height, usually from the chin or the top of the head up to the ceiling.
 - The third sweep is then made, starting again at the established starting point.
 - This sweep usually covers high mounted air conditioning ducts and hanging light fixtures.
- **Fourth Sweep**
 - If the room has a false or suspended ceiling, the fourth sweep involves investigation of this area.
 - Check flush or ceiling-mounted light fixtures, air-conditioning or ventilation ducts, sound or speaker systems, electrical wiring and structural frame members

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Appendix C Mail/Package Bomb

■ General

- The chance of receiving a bomb through the mail or package delivery service is minimal, but still possible. On average, less than 20 devices are mailed each year, and only about one-third of them go off.
- Because of the sophistication and technology required to make a fatal letter bomb, there is a higher probability of receiving a bomb in a package.
- The motives for mail bombs vary, but include revenge, terrorism, extortion, and business disputes.
- To increase the security of the United States Postal System, all packages over 1 pound, with stamps as postage, have to be mailed at a post office instead of being put into a mail drop box.

■ Mail Bomb Characteristics

- Mail bombs can be enclosed in either a parcel or an envelope and, as with other devices, their outward appearance is limited only by the sender's imagination.
- An important step in identifying a possible mail bomb is to know the types of mail or parcel deliveries your facility or office regularly receives.
- Mail bombs do have some unique characteristics that may assist you in identifying them:
 - They may bear restricted endorsements such as "Personal" or "Private." This is particularly important when the addressee does not usually receive personal mail at the office.
 - The addressee's name, title, or office may be inaccurate.
 - The return address may be fictitious or not present.
 - Mail bombs may have distorted handwriting, or the name and address may be prepared with homemade labels or cut-and-paste lettering.
 - Mail bombs may have metal, wire, or aluminum foil protruding from the packaging or wrapping.
 - The package or wrapping may have oil stains and may emit a peculiar odor.
 - The cancellation or postmark may show a different location than the return address.
 - Mail bombs may have excessive postage.

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- Letter bombs will be approximately a ¼ inch or thicker and may feel rigid or appear lopsided or uneven.
 - Parcel bombs may be unprofessionally wrapped with several combinations of tape used to secure the package.
 - The package may be endorsed with “Fragile - Handle with Care” or “Rush - Do Not Delay,” or give specific instructions such as “Open This End” or “Cut Here to Open.”
 - Package bombs may have an irregular shape, soft spots, or bulges.
 - The weight of package or letter bombs may be uneven and/or heavy for the size of the package or envelope.
 - Package bombs may make a buzzing or ticking noise or a sloshing sound (like a liquid in a container).
 - When removing the contents from an envelope there may be pressure or resistance felt.
- Because specific delivery time instructions can be made, a package bomb with a timer will more likely be delivered by a non-uniformed delivery service than through the mail or uniformed parcel delivery service (Federal Express, UPS, etc.).
 - A review of parcels received by this means should be conducted immediately.
 - Contact the addressee to determine if they were expecting the package. In most cases, the addressee would be expecting a parcel delivered by this means.
- **Suspected Mail Bomb Received** – There are some basic Don’ts and Do’s when dealing with a suspected mail bomb.
- **DO NOT!**
 - Attempt to open the package or remove its contents.
 - Place/submerge in water.
 - Cover or place in a confined space.
 - **DO!**
 - **Notify the City Police Department.**
 - **Isolate the Suspected Device.** Because of the constant handling in the mail or package delivery system, it should be safe to move a suspected device to a pre-designated isolation area.

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- The area around the isolation area should be evacuated and access controlled to keep unauthorized individuals from entering.
- An isolation area outside of the building and away from normal pedestrian traffic is the preferred choice.
- If the isolation area is inside, leave doors and windows open to reduce the potential effects of a blast.
- Once the suspected device is isolated, try to get more information that may help determine if it is a bomb.
 - List all details about the package that made you suspicious.
 - Record all information from the package.
 - Determine if the postmark indicates United States Postal Service.
 - Contact the addressee to determine if they are expecting a package, particularly from the person or company on the return address.
 - Contact the sender to see if they sent the package. Have them describe it.
- If you are unable to contact the addressee or sender, or if suspicions about the package remain, call the Bomb Squad.

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Appendix D Outline for Developing a Facility Bomb Threat and Bomb Incident Plan

- Concept of Operations
 - Designate a chain of command.
 - Identify/establish a command center location.
 - Decide what primary and alternate communications will be used. (Caution – the use of two-way radios during a search can cause premature detonation of an electric blasting cap.)
 - Establish clearly how and by whom the bomb threat will be evaluated and notifications will be made.
 - Decide what procedures will be followed when a bomb threat is received or a device discovered.
 - Determine to what extent the available bomb squad will assist and at what point the squad will respond.
 - Provide an evacuation plan with enough flexibility to avoid a suspected danger area.
 - Designate search teams.
 - Designate areas to be searched.
 - Establish techniques to be utilized during the search.
 - Establish a procedure to report and track the progress of the search and a method to lead qualified bomb technicians to a suspicious package.
 - Have a contingency plan available if a bomb should go off.
 - Establish a simple-to-follow procedure for the person receiving the bomb threat and have them readily available by each phone (see Appendix A and A-1 for more information)
 - Review your physical security plan in conjunction with the development of your bomb incident plan.
- Command and Control
 - Designate a primary location and an alternate location.
 - Assign personnel and designate decision-making authority.
 - Establish a method for tracking search teams.
 - Maintain a list of likely target areas.

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- Maintain a blueprint or diagram of each floor in the facility.
- Establish primary and secondary methods of communication. (Caution – the use of two-way radios during a search can cause premature detonation of an electrical blasting cap.)
- Formulate a plan for establishing a command center if a threat is received after normal work hours.
- Maintain a roster of all necessary telephone numbers.

Appendix E Weapons of Mass Destruction

General

- Even though the threat of chemical, biological, or radiological materials being used in an attack is low, all responders need to be aware of this potential. All first responders need to include the probability of such attacks during their situation assessment, when approaching/arriving at a scene of a possible terrorist attack.
- There are currently minimal capabilities in the region for identifying and responding to incidents involving chemical, biological, or radiological weapons/agents. As more equipment and training is available for handling these type incidents, more detailed plans and procedures will evolve.

Types of Events

■ Radiological/Nuclear

- Types
 - Radiological Dispersal Devices – Detonation of a conventional explosive that incorporates radioactive materials as a component of the device.
 - Detonation of a large explosive device (truck/vehicle bomb) near a nuclear power plant, research nuclear reactor, or a passing radiological cargo transport with the intent of disrupting the containment and shielding of the radioactive materials.
 - Nuclear bomb.
- Hazards - There are three main types of radiation emitted from radioactive materials: Alpha, Beta, and Gamma.
 - Alpha
 - Alpha particles are the heaviest and most highly charged of the nuclear particles.
 - They cannot travel very far from the emitting source and will not penetrate the outermost layer of skin.
 - If ingested through eating, drinking, or breathing of contaminated materials, they can become an internal hazard.
 - Beta
 - Beta particles are smaller and travel much faster than alpha particles.

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- Exposures to beta particles from outside of the body are normally considered a slight hazard.
 - While they can go through several millimeters of tissue, they generally do not penetrate far enough to reach the inner organs.
 - If the skin is exposed to large amounts of beta radiation over a long period of time, skin burns may result (similar to sunburn).
- If ingested through eating, drinking, or breathing of contaminated materials, they can become an internal hazard.
- Beta-emitting contamination may also enter the body through unprotected open wounds.
- Gamma Rays
 - Gamma rays are a type of electromagnetic radiation that travel through space in the form of waves (similar to radio waves).
 - Gamma rays are pure energy and are the most penetrating type of radiation. They can travel great distances and can penetrate most materials.
 - Gamma rays can cause damage to all human tissue and organs. Acute radiation sickness occurs when an individual is exposed to a large amount of radiation within a short period of time. Acute symptoms of radiation sickness include:
 - Skin irritation and dermal burns
 - Nausea and vomiting
 - High fever
 - Hair loss

■ Biological Attack

- Types – in the United States, biological warfare agents are classified into three categories: pathogens (microorganisms), toxins, and bio-regulators/modulators.
 - *Pathogens* – Out of the hundreds of thousands of microorganisms known, only a few hundred can produce disease in humans. There are four types of pathogens:
 - **Bacteria** occur nearly everywhere and are the most common. They are present in soil, water, air, food, and most surfaces.

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Many serious human diseases, including meningitis, gonorrhea, tuberculosis, anthrax, dysenteries, and salmonella, come from bacteria.

- **Rickettsiae** are smaller parasites transmitted to humans by vectors (ticks, lice, fleas, and mosquitoes). It is harder for these parasites to produce since it needs a host (living cells) to replicate. Primary rickettsial diseases affecting humans are: typhus fever, spotted fever, Q fever, and scrub typhus.
- **Fungi** are indicative of the plant family and include molds, mildew, rusts, mushrooms, and yeasts. Fungi are more destructive to plant matter than to humans.
- **Viruses** are the smallest living agents. Like rickettsiae, they require a living host for replication and are sometimes carried by vectors. Inhalation and ingestion are common to contracting a virus, as this organism can pass through most filters that normally stop bacteria. Viral diseases include rabies, polio, smallpox, chicken pox, influenza, and the common cold.
- **Toxins** – Toxins are toxic substances (poisons) of natural origin produced by an animal, plant, or microbe. They differ from chemical agents in that they are not manmade, and they typically consist of much more complex materials.
 - Several types may be extracted for use in terrorist weapons and, by weight, they are usually more toxic than many chemical agents.
 - There are two main types of toxins:
 - *Cytotoxins* interfere with metabolic processes like digestion, respiration, and circulation.
 - *Neurotoxins* induce nerve agent type symptoms like convulsions and pinpointed pupils.
 - There are four common toxins thought of as potential biological agents:
 - *Botulism (Botulinum)* is considered the most effective toxin. Death occurs within six hours and contaminates the surrounding area (a neurotoxin).
 - *Ricin* is derived from the castor bean and available worldwide (a cytotoxin).

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- *T-2 (tricothecene mycotoxins)* from molds (a cytotoxin).
- *SEB (staphylococcus enterotoxin type B)* from rotting foods (a cytotoxin).
- *Bio-regulators/modulators* – This is essentially a catch-all category for toxins. This class includes all agents of biological origin, not included in the other categories, that can be found in the human body that can potentially cause severe or harmful effects.
- Routes of Exposure
 - The primary routes of exposure for biological agents are inhalation and ingestion.
 - Skin absorption and injection also are potential routes of entry, but are less likely.
- Methods of Delivery
 - Biological warfare agents are nonvolatile solids that would be disseminated either as liquid slurry or dry powder of freeze-dried organisms or toxin.
 - Possible delivery systems range in complexity and effectiveness from an agricultural sprayer mounted on a truck to a specialized cluster warhead carried on a ballistic missile. Other possibilities include targeting agriculture and urban water systems.
 - The key to producing large-scale respiratory infections is to generate an aerosol or stable cloud of suspended microscopic droplets, each containing from one to thousands of bacterial or virus particles. Fogs and smokes are examples of visible aerosols.
- Chemical Attack
 - Types – depending on the type of agent used, the intended use of chemical agents are to kill, incapacitate or harass. Chemical agents can be broken out into five types based on their physiological effects: nerve, blister, blood, choking, and irritating.
 - *Nerve Agents* will disrupt nerve impulse transmissions.
 - Similar in nature to some pesticides, but with a higher degree of toxicity. All are toxic in small concentration; a small drop could be fatal.
 - Resemble water or light oil in pure form and possess no odors.

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- *Blister Agents*, also called vesicants, can cause severe burns of eyes, skin, and tissues of the respiratory tract.
 - Similar in nature to other corrosive materials first responders may encounter. These agents readily penetrate layers of clothing and are quickly absorbed into the skin.
 - Very toxic, but not as toxic as nerve agents. A few drops on the skin can cause severe injury, and three grams absorbed through the skin can be fatal.
 - Heavy, oily liquids that are nearly colorless and odorless in their pure state. Slight impurities in these agents give them a dark color and an odor suggesting mustard, garlic, or onions.
- *Blood Agents* interfere with the ability of blood to transport oxygen and result in asphyxiation.
 - Common blood agents include hydrogen cyanide and cyanogen chloride. Cyanide and cyanide compounds are common industrial chemicals that emergency responders may encounter.
 - All blood agents are toxic at high concentrations and lead to rapid death.
 - In pure form, they are gasses, but under pressure they become liquids.
 - The smell of bitter almonds or peach blossoms are potential warning signs of a blood agent.
- *Choking Agents* severely stresses the respiratory tract.
 - Chlorine and phosgene, which are common industrial chemicals, are choking agents.
 - Most people will recognize the odor of chlorine, and phosgene has the odor of newly cut hay.
 - Both agents are gases and must be stored in bottles or cylinders.
- *Irritating Agents* cause respiratory distress and tearing designed to incapacitate. They can also cause intense pain to the skin, especially in moist areas of the body.
 - Are also known as riot control agents and tear gas.
 - Generally non-lethal; however, they can result in asphyxiation under certain circumstances.

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- Common irritating agents include chloropicrin, Mace, tear gas, capsicum/pepper spray, and dibenzoxazepine.
- Several types of irritation agents are available for purchase over the counter at local stores.
- Routes of Exposure – The most likely routes of exposure for chemical agents are inhalation, ingestion, and skin absorption/contact.
 - With the exception of blister agents, inhalation tends to be the primary route of exposure for chemical agents.
 - Skin absorption/contact is the primary route of exposure for blister agents and is a highly possible route of exposure for nerve and irritant agents.
- Methods of Delivery
 - Nerve
 - The most efficient distribution is as an aerosol mist or a spray. This would require specific equipment in/near the target area that generates a mist or spray.
 - Though less efficient, small explosives may be used to disperse the chemical.
 - Blister
 - The most efficient distribution is as an aerosol mist, vaporization, or spray. This would require specific equipment in/near the target area that generates a mist, vapor, or spray.
 - Though less efficient, small explosives may be used to disperse the chemical.
 - Blood
 - Because of their physical properties, blood agents will be dispersed in gas form.
 - They are effective in a closed environment such as a building; if dispersed outdoors, calm winds would be necessary for them to be effective.
 - Choking
 - Because of their physical properties, choking agents will be dispersed as a gas.

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- They are most effective in a closed environment, such as a building; if dispersed outdoors, a large volume of the gas and calm winds would increase their effectiveness.
- Irritating
 - Irritating agents will be dispersed as gas, spray, smoke, or vapor.
 - They are most effective when used in a closed environment, such as a building.

Response

■ General

- The response time window for minimizing loss of life and property during an incident involving a WMD is significantly smaller than typical emergency responses.
- A properly managed first response will “make or break” the effectiveness of the response and could jeopardize additional lives and property.
 - Failure to identify a potential WMD incident will put first responders at risk of exposure to the agent and/or secondary contamination. Support facilities, such as hospitals, transportation routes, and fire stations, will also be at risk of secondary/tertiary contamination.
 - There may be circumstances when no action is the appropriate action to take. As with industrial hazmat incidents, if the first responders at the scene are not equipped to enter into a contaminated environment, search and rescue of victims will have to wait for the arrival of specially trained and equipped teams.
- A declaration of local emergency should be considered to expedite the availability of State and federal resources. Realistically, in cases of WMD, the Governor may make the declaration on behalf of the City before the process is completed.

■ Key elements of initial response

- Isolation of scene
 - Initiate the establishment of a hazard perimeter.
 - Try to prevent potentially contaminated individuals from leaving the area. Designate a location in the cordoned area for them to assemble to await decontamination and treatments.
 - Deny entry to unauthorized and improperly trained/equipped personnel.

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- Notify additional resources.
- Recognize/identify key indicators of chemical, biological, or radiological incidents.
- If detection/identification of the specific chemical is not possible, use the key indicators to determine the type of agent and follow the initial isolation and response procedures found in the North American Response Guidebook. For the listed agent types, use the following Chemical Abstract Service identification numbers to determine the appropriate response guide.
 - Nerve – 2810
 - Blood – 1051
 - Blister – 2810
- Warning signs and indicators of a WMD incident – the first emergency responders approaching an incident scene need to be aware of some common warning signs indicating the presence of lethal agents from the five threat categories.
 - Nuclear/Radiological
 - Look for Department of Transportation placards and/or labels that indicate the presence of radioactive materials.
 - Survey the area with a Geiger counter.
 - Biological
 - In most instances, responses to a biological attack will occur within the medical community (hospitals, Centers for Disease Control and Prevention, and medical research facilities).
 - For the biological agents that are most likely to be used weapons, days and weeks may pass between the time of exposure and the onset of symptoms. Within the mobility of today's society, the people initially exposed could be anywhere in the world at the time of the onset of symptoms.
 - Depending on the agent used, secondary and tertiary contamination will greatly increase the number of people ultimately affected. Additionally, this secondary and tertiary contamination may impact medical responders and medical care providers if the symptoms/illnesses are not readily identifiable as being potentially contagious.
 - Some indicators of a biological event may include:
 - Unusual numbers of sick or dying people or animals

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- Dissemination of unscheduled and unusual sprays, especially outdoors and/or at night.
- Abandoned spray devices with no distinct odors.
- If first responders find themselves responding to several injury/illness calls with the same symptoms, especially in a short time frame, they should contact local hospitals and other response agencies to see if they are encountering the same circumstances.
- Chemical
 - For chemical agents, the most significant indicator will be the rapid onset of similar symptoms in a large group of people.
 - Nerve
 - Various generic symptoms similar to pesticide poisoning will be present. The victims will salivate, experience tearing and runny nose, urinate, and defecate without much control.
 - Other symptoms include:
 - Eyes – pinpointed pupils, dimmed and blurred vision, pain aggravated by sunlight.
 - Skin – excessive sweating and fine muscle tremors.
 - Muscles – involuntary twitching and contractions.
 - Respiratory System – runny nose and nasal congestion, chest pressure and congestion, coughing and difficulty in breathing.
 - Digestive System – excessive salivation, abdominal pain, nausea and vomiting, involuntary defecation and urination.
 - Nervous System – giddiness, anxiety and difficulty in thinking and sleeping (nightmares).
 - Blister
 - Initial indications of a blister agent include complaints of eye and respiratory irritation, along with reports of garlic, mustard, or onion-like odor.

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- Clinical symptoms of exposure may not appear for hours or days. Other symptoms of blister agents include:
 - Eyes – reddening, congestion, tearing, burning, and a gritty feeling. In severe cases, swelling of eyelids, severe pain, and spasms of the eyelids.
 - Skin – within 1 to 12 hours, initial mild itching followed by redness, tenderness, and burning pain followed by burns and fluid-filled blisters. These effects are enhanced in the warm, moist areas of the body, like the armpits and groin.
 - Respiratory System – within 2 to 12 hours, burning sensation in the nose and throat, hoarseness, profusely running nose, severe cough, shortness of breath.
 - Digestive System – within 2 to 3 hours, abdominal pain, nausea, bloodstained vomiting, and bloody diarrhea.
- Blood
 - Blood agents can cause tearing of the eyes and irritate the lungs.
 - Clinical symptoms of patients affected by blood agents include:
 - Respiratory distress.
 - Vomiting and diarrhea
 - Vertigo and headache.
 - Affected persons require removal to fresh air and respiratory therapy.
- Choking
 - Clinical symptoms include severe eye irritation and respiratory distress (coughing and choking).
 - Severe respiratory distress from a choking agent, causes edema (fluid in the lungs), which can result in asphyxiation resembling drowning.
- Irritating

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- Outward warning signs of these agents include the odor of pepper or tear gas and the presence of dispensing devices.
- Clinical symptoms include:
 - Eyes and Throat – burning or irritation, tearing of the eyes.
 - Respiratory System – respiratory distress, coughing, choking, and difficulty breathing.
 - Digestive System – high concentrations may lead to nausea and vomiting
- Other indicators would include:
 - Hazardous materials or lab equipment that is not relevant to the occupancy of the building or location.
 - Exposed individuals reporting unusual odors or tastes.
 - Explosions that appear to destroy only package(s) or container(s).
 - Unscheduled dissemination of an unusual spray.
 - Abandoned spray devices, gas cylinders/bottles, or identifiable product containers (e.g., tear gas canister, pepper spray).
 - Numerous dead animals, fish, and birds.
 - Absence of insect life in an area where they would be expected.
 - Mass casualties and/or mass fatalities without obvious trauma.
 - Distinct pattern of potential casualties and common symptoms.

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Appendix F Terrorism Checklist

This annex can be applied to incidents involving WMD and chemical, biological, radiological, nuclear, and explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The City Police Department has the lead role in terrorism crisis management within the City and the County Sheriff’s Office elsewhere in the County. The lead agencies for the State and federal government are the OSP and FBI.

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the federal government provides assistance as required. The City and County Emergency Operations Centers (EOCs) typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the County Health and Human Services Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Military Department, Office of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) are the State and federal consequence management leads.

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the City EOP and annexes.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City Emergency Management.	
	<input type="checkbox"/> Participate in City, County, regional, State, and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC. Include appropriate regional, State, and federal emergency contacts for terrorism response.	
	<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for the City and for the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	
	<input type="checkbox"/> Inform the City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	<input type="checkbox"/> Activate Incident/Unified Command upon recommendation from the City Police Department. Unified Command may consist of County, regional, State, and federal crisis management and consequence management agencies.	
	<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
	<input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
	<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
	<input type="checkbox"/> Draft an IAP. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Maintain communication between field response crews, local/County EOCs, Regional EOC, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Gather additional information. Include photographs and video recording.	
	<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
	<input type="checkbox"/> Determine if any advisories should be issued to the public.	
	<input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders.	
	<input type="checkbox"/> Be cognizant of any secondary devices that may be on site.	
	<input type="checkbox"/> Be cognizant that CBRNE agents may be present.	
	<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
	<input type="checkbox"/> Implement the City EOC.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During terrorism incidents, local and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Establish an Incident Command Post near the incident location. The Incident Command Post should be located uphill and upwind of the incident location.	
	<input type="checkbox"/> Notify supporting agencies (dependent on the type of incident) and the City Council.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support.	
	<input type="checkbox"/> Determine the type, scope, and extent of the terrorist incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>
<input type="checkbox"/> Notify the regional Hazardous Materials Team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, federal agencies (including FBI), and ESF leads/coordinators of any situational changes.		
<input type="checkbox"/> Verify that the hazard perimeter and hazard zone security have been established.		

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ■ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
	<ul style="list-style-type: none"> ■ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
	<ul style="list-style-type: none"> ❑ Determine whether the threat level for the affected area should be elevated and inform appropriate agencies. 	
	<ul style="list-style-type: none"> ❑ Disseminate appropriate warnings to the public. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ❑ Develop and initiate shift rotation plans, including briefing of replacements during shift changes. 	
	<ul style="list-style-type: none"> ■ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
	<ul style="list-style-type: none"> ❑ Confirm or establish communications links among primary and support agencies, the City EOC, the County EOC, and State ECC. Confirm operable phone numbers and backup communication links. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ❑ Ensure that all required notifications have been completed. Consider other local, regional, State, and federal agencies that may be affected by the incident. Notify them of the status. 	
	<ul style="list-style-type: none"> ■ Notification to the OSP and the FBI is required for all terrorism incidents. 	
	<ul style="list-style-type: none"> ■ If an incident occurs on State highways, ensure that ODOT has been notified. 	
	<ul style="list-style-type: none"> ■ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> ■ If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), County Health and Human Services Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation. 	<i>ESF 11 Annex to the County EOP</i>
	<ul style="list-style-type: none"> ❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. 	

IA 9. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>County Terrorism Response Plan</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential Hazardous Materials vapor plumes (<i>recurring</i>). <ul style="list-style-type: none"> ▪ Note: Vapor plume modeling support may be obtained through regional Hazardous Materials Teams and/or through State, and/or federal environmental protection agencies. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. <ul style="list-style-type: none"> ▪ Note: Refer to the United States Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional hazardous materials or health and medical teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC. Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and lead PIO before dissemination to the public and/or media partners. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private-sector partners, as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the Environmental Protection Agency may be necessary.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOC.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)		

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IA 10 – Transportation Accident

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IA 10. Transportation Accidents

Two major types of transportation accidents are considered in this incident annex: air and rail. Motor vehicle accidents that occur on roadways within the city would not normally constitute a major emergency under the Emergency Operations Plan (EOP), unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes. Jackson County Fire District 3 and the City Police Department will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration (FAA) has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board (NTSB) has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the FAA may respond to the scene instead of the NTSB. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by City Emergency Manager.	
	<input type="checkbox"/> Participate in City preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by the City Emergency Manager and Fire District 3.	
	<input type="checkbox"/> Assess the City's transportation infrastructure (e.g., roads, bridges, and traffic control devices) and implement an emergency transportation route plan.	
	<input type="checkbox"/> Develop alternate routes based on assessment of hazard threats to transportation infrastructure and based on input from the County EOC, ODOT, and other road owners.	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Notification of the occurrence of a transportation incident will come through ECSO (911 Dispatch) or observance by field personnel.	
	<input type="checkbox"/> Conduct a scene assessment to determine appropriate level of emergency medical, transportation, and hazardous materials response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the hazardous materials incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>IA 4. Hazardous Material Incident Annex</i>
	<input type="checkbox"/> Develop alternate routes based on assessment of damages to city transportation infrastructure and based on input from the City EOC, ODOT, and other road owners. Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> City personnel should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.	
	<input type="checkbox"/> The City Police Department has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
	<input type="checkbox"/> Contact the NTSB (Safety Office, 425-227-2000, 24 hours) prior to removing deceased victims or moving aircraft wreckage.	
	<input type="checkbox"/> For railroad accidents, the Incident Commander should contact the railroad company's emergency response center, as well as the NTSB prior to removing any victims or wreckage.	
	<input type="checkbox"/> Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site.	
	<input type="checkbox"/> Activate the City EOC and establish Incident or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> If appropriate, the Incident Commander (or designee) will activate the EAS by contacting the National Weather Service to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support.	
	<input type="checkbox"/> Notify supporting emergency response agencies, ODOT, NTSB, and FAA if the accident involves an aircraft.	
	<input type="checkbox"/> Notify Command Staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Confirm or establish communications links among the City EOC, County EOC, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and federal agencies that may be affected by the incident. Notify them of the status.	
	<ul style="list-style-type: none"> ▪ For incidents occurring on State highways, ensure that ODOT has been notified. 	
	<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> ▪ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. 	<i>ESF 11 Annex of the County EOP</i>
	<input type="checkbox"/> Appoint a PIO to formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).	
	<input type="checkbox"/> Public information focusing on transit access points, control, and traffic control will be reviewed by the Police Chief (or designee). Information will be approved for release by the Incident Commander and Lead PIO prior to dissemination to the public.	
	<input type="checkbox"/> If necessary, establish a JIC staffed by PIOs from various agencies.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
	<input type="checkbox"/> Advise the County EOC and ODOT of road restrictions and resource/support needs.	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate provision of up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the Transportation Security Administration, NTSB, and FBI. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. 	<i>Basic Plan of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> If necessary, determine the need to conduct evacuations and sheltering activities. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate with the Red Cross to provide Shelter and Family Referral Services through the EOC. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. 	<i>Emergency Operations Center Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a Situation Report. 	<i>ICS Form 209: Incident Status Summary</i>

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
	<input type="checkbox"/> Coordinate with the Red Cross to assist families affected by the transportation incident	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 - Demobilization Plan</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> If necessary, provide critical incident stress management to first responders.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	
	<input type="checkbox"/> Implement revisions to the City EOC and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)		

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IA 11 – Utility Failure

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IA 11. Utility Failure

Note: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.	
	<input type="checkbox"/> Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.	
	<input type="checkbox"/> Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.	
	<input type="checkbox"/> Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate standby generators in their emergency plans.	
	<input type="checkbox"/> Coordinate with local broadcast media to ensure timely and accurate EAS activation.	
	<input type="checkbox"/> Procure or produce information pamphlets for distribution to the public with assistance from utilities, such as "What to Do When the Lights Go Out."	
	<input type="checkbox"/> Ensure that the public is informed that they should contact their electric utility to report outages.	
	<input type="checkbox"/> Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.	
	<input type="checkbox"/> Coordinate with the Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.	
RESPONSE PHASE	<input type="checkbox"/> Establish incident command.	
	<input type="checkbox"/> Identify immediate action or response requirements.	
	<input type="checkbox"/> Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.	
	<input type="checkbox"/> Activate the EOC as appropriate.	
	<input type="checkbox"/> Organize or establish the EOC, based on operational procedures.	
	<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Establish communications with responding agencies.	
	<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
	- General boundary of the affected area.	

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	- The general extent of power or other utility disruption.	
	- Immediate needs of response forces or utilities.	
	- Estimated time of repair or duration of outage.	
	- Estimated population affected.	
	<input type="checkbox"/> Evaluate overall situation.	
	<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage/failure.	
	<input type="checkbox"/> Establish communications with the state.	
	<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
	<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
	<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
	<input type="checkbox"/> On order, evacuate effected areas using available response forces.	
	<input type="checkbox"/> Conduct first staff briefing as soon as practical after EOC activation.	
	<input type="checkbox"/> Activate or establish rumor control through the PIO.	
	<input type="checkbox"/> Establish a schedule for briefings.	
	<input type="checkbox"/> Brief City/County/agency/utility executives.	
	<input type="checkbox"/> Provide the Public Information Officer with updated information.	
	<input type="checkbox"/> Provide response forces with updated information, as appropriate.	
	<input type="checkbox"/> Release causal information, via the public information officer (PIO) as soon as practical.	
	<input type="checkbox"/> If appropriate, establish a JIC with the utility.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Issue action guidance as appropriate.	
	<input type="checkbox"/> Establish 24/7 duty roster for the EOC and/or command post.	
	<input type="checkbox"/> Develop and post any required maps or diagrams.	
	<input type="checkbox"/> Activate an events log.	
	<input type="checkbox"/> Review and follow resource procurement procedure.	
	<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	
	<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
	<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
	<input type="checkbox"/> Activate financial tracking plan coordinated by the Finance Officer.	
	<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop a 12-hour IAP outlining actions that must be accomplished in the next 12 hours.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Conduct a "second shift" or relieving shift briefing.	<i>ICS Form 209-Incident Status Summary</i>
	<input type="checkbox"/> Discuss with and present to your relief, the IAP for the next 12 hours.	
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
	<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
	<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
	<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	
	<input type="checkbox"/> Activate local unmet needs committee if appropriate.	
	<input type="checkbox"/> Gather financial information from the Finance Officer.	
	<input type="checkbox"/> As appropriate, gather additional information to include:	
	- Personnel that responded and the time involved in the response.	
	- Time sheets or time logs.	
	- Supplies used.	
	- Contracts issued.	
	- Purchase orders issued.	
	- Additional expenditures.	
	- Damages to public buildings, equipment, utilities, etc.	
	- Loss of life of any public servant.	
	- Documents regarding economic impact.	
	<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
	- FEMA.	
	- State.	
- Local elected officials.		
- County executives.		
- Others requiring or requesting reports.		
<input type="checkbox"/> Coordinate recovery organizations including federal and State agencies and private or volunteer relief organizations.		

Utility Failure Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Establish donations management based on policy and procedure.	
	<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper state or federal agency.	
	<input type="checkbox"/> Ensure public officials are made aware of the assistance application process, if applicable.	
	<input type="checkbox"/> Ensure that the general public is made aware, through the PIO, of the assistance application process, if applicable.	
	<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
	<input type="checkbox"/> Review agency and self-performance.	
	<input type="checkbox"/> Review and correct any weaknesses in the plan.	
	<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
	<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	